



This form is designed to provide Electronic Dance Music (EDM) Event Producers with the required elements to submit an EDM Event Permit application. This document is for reference material only and the application should be submitted using the [online link](#).

*** Required Questions**

1. Legal Name of Corporation *

Name of Corporation that holds the Event Production Business License.

2. Corporate Billing Address *

Please include postal code.

3. City of Edmonton, Event Production Business Licence number *

4. Applicant's First & Last Name *

5. Applicant's Business Phone *

6. Applicant's Mobile Phone *

7. Applicant's Email *

8. Is the applicant named above also the Event Production Business License holder (ie: an authorized signatory of the corporation listed above)? *

Mark only one oval.

Yes

No

9. How many EDM Events has the Corporation produced in Edmonton in the past 12 months, including those at venues with less than 1,500 in attendance? *



Section 2 - Event Information

1. Name of Event *

2. Brief Event Description *

Please include any confirmed artist(s) for your event.

3. Link to Event Website *

4. Expected Attendance *

5. Venue Name and Address *

6. Event Start Date *

For multi-day events, this should be the first day of the event.

7. Event End Date *

For multi-day events, this should be the last day of the event.

8. Event Start Time *

9. Event End Time *

10. For multi-day events, if the start & end times vary each day please outline the times in detail here *



Section 3 - Event Site Plan

Form will include a section to upload one file for the event site plan.

Event site plan to include entrances, exits, washrooms, line-up / cueing area(s), patron search area, stage and dance floor placement, locations of medical, harm reduction, festival health and safer spaces, chill areas, bars, free water station(s), Incident Command Post, site perimeter double fencing locations, medical transport pick-up location, and any other pertinent space allocations.

Section 4 - Event Control Plan Attachment

Form will include a section to upload one file for all of the event control plans.

The document must include **all** Control Plans, including Medical Plan, Safety & Security Plan, Patron Welfare Plan and Noise Control Plans (for outdoor events). By submitting an attachment in this section you will be redirected to section 9 of the application (Reasonable Practices / Best Practices). For timely processing of your event application, please ensure the attached document addresses all items required for each control plan as itemized in Sections 5 thru 8.

Section 5 - Event Medical Plan

1. Please detail the event medical response plan. Include the number of medical personnel on site, their roles, qualifications, and shift schedule for the event, etc. *

2. How are medical staff identified and visually distinguished between one another (Nurse vs. Physician)? *

3. Will all event staff be briefed on the event medical response plan? If yes, by whom and when?*

4. Name of Medical Service Provider *

5. Full Name of Onsite Medical Contact (during the event) *

6. Mobile Phone Number of Onsite Medical Contact (during the event) *

Section 6 - Event Safety and Security Plan



1. Please detail the event emergency response plan. Include the number of security personnel onsite and their shift schedule for the event. *

2. What is the Maximum Occupancy for the selected venue? *

3. How many tickets will be available for this event? Please include the total amount (both paid and unpaid tickets). *

4. Is there a dedicated space provided for an incident command post? *

Mark only one oval. Please be prepared to provide a list of command representatives for producer, venue, security and medical at least one week prior to the event date.

Yes

No

5. Will all event staff be briefed on the event emergency response plan? If yes, by whom and when? *

6. What type of communication methods will security, medical, venue and event producer personnel be using throughout the event (ie. radio, cell phone, chat messenger, etc.)? *

7. Please describe your event ingress plan. (ID check, pat downs, bag searches, metal detector, wand, cueing, etc.) *

8. Please outline the Entry / Re-Entry Policy for the event. *

9. What items are prohibited from entering your event? *

10. What is the procedure when prohibited items are confiscated? *



11. Please outline your designated smoking areas (location & size) and how it will be controlled / monitored. *

All smoking areas must comply with City of Edmonton Bylaw 14614, Public Places Bylaw.

12. Will smoking areas allow consumption of tobacco, cannabis, or both? *

Mark only one oval.

- Combined Tobacco & Cannabis Smoking Area(s)
- Tobacco Only Smoking Area(s)
- No Smoking Permitted

13. Please describe your event egress plan (music end time, last call, etc.) *

14. What strategies do you have in place to support staff, volunteers and attendees in the event of a serious incident? *

15. Have you engaged with Edmonton Police Service to arrange for Extra Duty Detail members to be present at the event? *

- Yes
- No

16. What is the deployment plan for EPS Extra Duty Detail members? (number of members, shift schedules, etc.) *



Section 7 - Event Patron Welfare Plan

1. Will there be access to free water available throughout the entire event? *

Yes

No

2. Will there be access to a cool off area 'chill space' where dancing is not permitted, and stimulation and temperature are reduced? *

Yes

No

3. Please outline the Harm Reduction approach for this event *

Harm reduction is related to drug education & information

4. Please outline the Safer Spaces approach for this event *

Safer Spaces is related to patron conduct & education and information related to the prevention of and response in the event of sexual assault and harassment.

5. Please outline the Festival Health approach for this event *

Festival Health is related to overall patron well-being (ie: ear protection, post-event transportation strategies, etc.)



Section 8 - Noise Control Plan

1. Where will the event be held? *

Indoors

Outdoors

For all outdoor events, please also complete the following two questions.

2. How will sound at the event be managed? Who will be responsible? *

All events must comply with the noise levels outlined in City of Edmonton Bylaw 14600, Community Standards Bylaw. Please note you may need to obtain a City of Edmonton Noise Waiver for outdoor events.

3. Please describe any efforts being made by the applicant to inform and notify residents and businesses that may be impacted prior to the start of the event? *



Section 9 - EDM Events - Reasonable Practices (Best Practices)

1. Which of the following EDM Event Best Practices will you be implementing at your event? *

Please select all that apply.

- Patron ID Scanning
- Bystander Intervention Training for Staff/Volunteers
- Prohibited Item Bin(s)
- Breaks between Music Sets
- Monitored Washrooms
- Post Event Transportation Plan
- Crowd Control Measures during Ingress, Circulation, Egress and in an Emergency
- Perimeter Monitoring
- Ear Protection
- Pre & Post Event Meetings, Briefings & Debriefings with external partners
- Other

2. If you would like to provide any comments on the best practice items listed above, please note them here. *



Section 10 - Additional Information

1. Electronic Signature Consent *

- I consent to the City of Edmonton signing the final License with an electronic signature.
(Note: Use of an electronic signature by the City will assist in the timely processing of this License).
- I do not consent to the City of Edmonton signing the final License with an electronic signature.

Application Review

After receiving your event application, you will be contacted by a member of the Complaints and Investigations section, based on the information you have provided. They will be in touch with you if further information is required, and ultimately to approve or deny your application.

Submitting an application does NOT imply that your event is approved.

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 special event planning within the City of Edmonton. If you have any questions regarding the collection of this personal information, please contact the Complaints and Investigations section at 780-496-4719.

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