City of Medicine Hat

Festivals and Events Information Package

Thank you for taking the time to organize a festival or event within the City of Medicine Hat. These activities create a keen sense of community, bring vibrancy and economic benefit to our City, and form a foundation of memories for residents of Medicine Hat.

The City is available to assist in navigating the various applications, permits and approvals your event or festival may require. Please review the attached information completely prior to submitting your online pre-approval application.

Definitions

Community Event: An indoor or outdoor event put on in a residential or commercial area with a focus on bringing people together, creating community, and supporting success and wellbeing.

Event: an activity or group of activities held indoors or outdoors on private or public property and deviates from the regular operation of the space or building.

> **Large Scale Event**: an event held over multiple locations or with multiple or complex activities or permits associated with the event.
>
> **Small Scale Event:** an event centralized to a single location or with a singular permit or purpose.

Festival: A cultural or social event, typically recurring annually, often characterized by a series of activities, performances, or events with a specific focus.

Market: Any indoor or outdoor location where buyers and sellers can exchange goods and services.

Sporting Event or Tournament: a series of competitions between multiple competitors over a specified period, outside of the regular or typical use of an amenity or facility.

Summary Of Requirements

Festivals and events held within the City of Medicine Hat must have appropriate approvals, permits and controls confirmed prior to advertising and hosting an event or festival.

City of Medicine Hat

Festivals and Events Information Package

Approvals, permits, and controls are in place to ensure the safety of organizers, the public and the City, ensure a smooth flow of vehicle and pedestrian traffic and ensure essential City services such as emergency services and transit can operate unimpeded. City Event Liaisons are available to assist with ensuring the various requirements are in place.

Advertising for and/or hosting a festival or event without an approved permit may result in bylaw or other enforcement actions, fines, and discontinuation of the event.

Your application will go through three steps:

1. **Online Pre-Approval Application**

   This initial request for approval must be completed online a minimum of 30 days in advance of your event. Through this application, you have the opportunity to tell us about your event and provide initial information that will allow us to determine the permits you will require. Submitting this pre-approval application does not guarantee that your event will be approved.

2. **Follow-up Process**

   Once your application has been received, our Event Liaison team will review your event and determine next steps. They will contact you within three business days to clarify any questions and start the information collection and permitting process.

3. **Event Approval**

   The last step is approval of your event! Once you have provided all necessary information, insurance, licenses and permits, you will receive one final event approval permit. You are required to keep this permit on you during your event, either electronically or printed.

Preparing Your Pre-Approval Application

1. For new events, please notify and receive written approval from a significant majority (80% or more) of businesses and residents who will be impacted by the planned activities. Please complete this using the provided Proof of Support Form.

2. Provide a traffic and pedestrian impact map, using Google Maps, showing:
    a. clear street names
    b. the rally, walk, race or parade route
    c. all required roadway closures or use
    d. required temporary traffic control signs and barricades
    e. assembly and dispersal areas
3. Provide a site plan using Google Maps (outdoor) or official floor plan (indoor) **showing the location and dimensions (LxWxH)**, where applicable, of:
    a. site entrance and exit requirements for set-up, take down or delivery of goods.
    b. temporary structures such as stages, seating/bleachers, tents, air-supported structures (e.g., bouncy castles), fencing, etc.
    c. electrical generation equipment such as generators, power banks, solar charging stations or other power generating equipment.
    d. markets or vendors, including space between individual vendors.
    e. activities and rides
    f. food services and personal service providers
    g. beer gardens, designated smoking/vaping areas
    h. portable washrooms, hand washing stations.
    i. parking or staging Area
4. If your event will impact traffic or require a road closure of any kind, please complete the Temporary Traffic Control form and attach it to your event application for pre-approval. The associated form can be found here: Temporary Traffic Control form
5. If your event includes pyrotechnic use, provide a Pyrotechnic Plan including:
    a. detailed use of pyrotechnics
    b. Supervisors' Certificate Number (please include a copy of the certificate)

c. Supervisors' Class
d. place and method of pyrotechnic storage
e. fire safety plan
f. product List
g. Certificate of Liability Insurance-Minimum $5,000,000 (please include a copy of valid insurance)

6. Provide an emergency response plan (ERP) site map showing:
    a. emergency exit or evacuation routes, including aisles and cross aisles
    b. marshal stations (For race routes)
    c. first aid and AED stations (supplies and equipment)
    d. lost persons meeting place
    e. muster points and shelter in place locations
    f. emergency vehicle access points (6 m clearance)
    g. fire extinguishers and fire safety equipment
    h. fire hydrant locations (including 5m clearance around each)
    i. fireworks staging area (if applicable)

An event will be approved after all regulatory requirements are met, fees are paid, and a final permit is issued to the organizer. The organizer must carry the permit in print or electronic form and present it upon request.

The City may withdraw approval of an event at any time for reasons of non-compliance with regulatory requirements and/or in the interest of public safety.

Legislation And Legal Requirements

Event organizers are expected to comply with all legislation and legal requirements. Failure to comply may result in fines, enforcement, or the cancellation of an event permit.

City of Medicine Hat Bylaws

- Community Noise Standards Bylaw 4353
- Land Use Bylaw 4168
- Licensing Bylaw 2339
- Outdoor Burning Bylaw 2703
- Public Roads Bylaw 4346
- Safety Codes Bylaw 4438
- Smoke Free Outdoor Public Places Bylaw 4136

City of Medicine Hat Policies

- Alcohol Management Policy 0130
- Designated Smoke and/or Vape Area Management Policy 0172

Legislation

- Alberta Gaming and Liquor and Cannabis (AGLC) requirements
- Alberta Health Services requirements
- Occupational Health & Safety Act, Regulation and Code
- Special Drone Operation – Advertised Event

Insurance Requirements

Festivals or events that occur or infringe on City property must agree to indemnify, defend and hold harmless the City of Medicine Hat from and against any liability, loss, claims, demands, costs and expenses, legal fees due wholly or in part as a result of any negligence, acts or oversights by the event organizer, its agents, licensees, invitees, contractors, during the use of property or services.

Depending on the activities and/or type of event, the City of Medicine Hat will determine the minimum level of Commercial General Liability (CGL) insurance required by the organizer with the City of Medicine Hat named as an additional insured.

Your event liaison is available to assist with insurance information, as required.

Cost Planning Information

The following table provides a summary of potential fees you may incur as part of your event. This list is not exhaustive and is meant for planning purposes only. Event Organizers are responsible for all fees and charges associated with their event.

Alcohol		
Item	**Description**	**2026 Fee**
Liquor License	Up to and including $1,000 liquor purchases under the license.	$50 / Day
	Greater than $1,000 liquor purchases under the license up to and including $3,000.	$100 / Day
	Greater than $3,000 liquor purchases under the licence.	$200 / Day
Municipal Works Road and Sidewalk Closure Fees		
Item	**Description**	**2026 Fee**
Sign & Barricade Rental	Rental of signs & barricades for event	$9.77 per sign/barricade, per day
MW Placement of Signs & Barricades (Normal Hours)	Labour cost for placing signs during normal business hours. Normal hours are 8am-4pm Monday to Friday, excluding holidays.	$21.04 per sign/barricade
MW Placement of Signs & Barricades (After Hours)	Labour cost for placing signs after business. After hours is any time before 8am and after 4pm Monday to Friday and including statutory holidays.	$42.09 per sign/barricade

Planning and Development Permit Fees		
Item	**Description**	**2026 Fee** Includes 4% Safety Code Fee where applicable.
Tier 3 Business License	Required for alcohol sales, carnival, craft show, circus, farmers market, trade show.	$450.00
The event organizer is required to apply for a business license of any trade show, farmers' market or similar event. Participant(s) is any person(s) who is taking part in the event that is not the primary event organizer. Participants are not required to provide an individual business license provided the organizer holds a valid Market Business License.		
Electrical Permit- Generator Service Connection Permit	Required for large onsite generators – *See Safety Codes Bulletin for further details*	$166.40
Gas Permit - Temporary Natural Gas or Propane Tank		$166.40
Building Permit - Stage	Stages over 2ft in heigh require a building permit	$288.75
Building Permit - Temporary Tent Permit	For an individual tent or group of tents that: • Cover 60 m² (646 ft²) or more of ground area; • Are located within 3m (10 ft) of another structure or tent; or • Contain commercial cooking equipment.	$288.75

Parks and Recreation Fees		
Item	**Description**	**2026 Fee**
Vehicle Access Permit (VAP)	Required if you will be driving vehicles off designated roads, and on City land or in park areas.	$104.00
Garbage and Recycling Bins	Available on request	No Charge
Clean-up Fee	Any work required to return a park or facility to original state.	$200 per hour

Other Potential Fees		
Item	**Description**	**2026 Fee**
Porta-Potties	Number required is based on the number of attendees, and in accordance with AHS guidelines.	Secured by Organizer
Hand Washing Stations	Number required is based on the number of attendees, and in accordance with AHS guidelines.	Secured by Organizer