



Office Use:

Received on:	Approved by:
Approved date:	Signature:

cc to: Council

Host Information

Name of Event Host _____

Address _____

Phone _____ Email _____

Event Information

Date _____ Start time _____ End time _____ Neighbourhood _____

Location _____

Type of Event _____

Describe your event:

Event Planning

How do you plan to contact your neighbours so that everyone is included?

How many people do you estimate will attend? _____

What are your plans for bad weather (alternate location or date)?

What are your plans for following COVID guidelines (physical distancing, hand hygiene, etc.)?

Building a safe, caring, and responsive community.



Are you applying for financial support (up to \$200)? Yes No

Budget

Expenses	Total
Advertising/Invitations	
Supplies/Décor	
Food/Beverages	
Activities/Door Prizes	
Rentals	
Insurance	
Other Expenses _____	
Total Expenses	
Revenue	
Donations	
Other Revenue _____	
Total Revenue	
NMN Event Funding (up to \$200)	

Please Note:

Your event must adhere to Town of Stony Plain bylaws regarding fire code, fireworks, noise and alcohol.

For Street Obstruction/Closures:

If your event requires street obstruction/barricade, complete **PERMIT: Section 45.1.0.**

If your event requires road closure with traffic control support, complete **PERMIT: Section 20.4.0.**

To be submitted to **Town of Stony Plain**, 4905 - 51 Avenue Stony Plain, 3 weeks prior to the event:

Fax: 780.963.0935 Email: kboechler@stonyplain.com

For Fire Permits:

If your event intends to include a fire pit, your fire pit must meet bylaw standards and not be placed on public land. For more information, contact the **Stony Plain Fire Hall**, 4000 49 Ave, Stony Plain

Phone 780-963-3551

For Food Trucks:

All food trucks must possess a Stony Plain Business licence in order to work in Stony Plain. Contact the Town of Stony Plain for more information. Phone 780 963 2151

Submit Application:

Stony Plain Family and Community Support Services

#107, 4613-52 Avenue, Forest Green Plaza

Stony Plain, AB T7Z1E7

Phone: 780-963-8583 Email: s.csillag@stonyplain.com Fax: 780-963-1951



Neighbours Meeting Neighbours
COMMUNITY EVENT

