

Lot 6 Operating Guidelines



City of Calgary Festivals & Events

2023 edition

Section 1: Important information

For information regarding City of Calgary permitting, timelines and funding, please refer to the [Festival and Event Manual](#). To book your event at Lot 6, please submit an [Event Opportunity Form](#) or reach out to eventservices@calgary.ca for more information.

Section 2: Acceptable Use

Lot 6 (311 – 8 St. S.W.) is open for bookings from all Calgarians including event organizers, non-profits, community associations, charitable organizations, for-profits, etc. Those booking Lot 6 must not engage in any conduct:

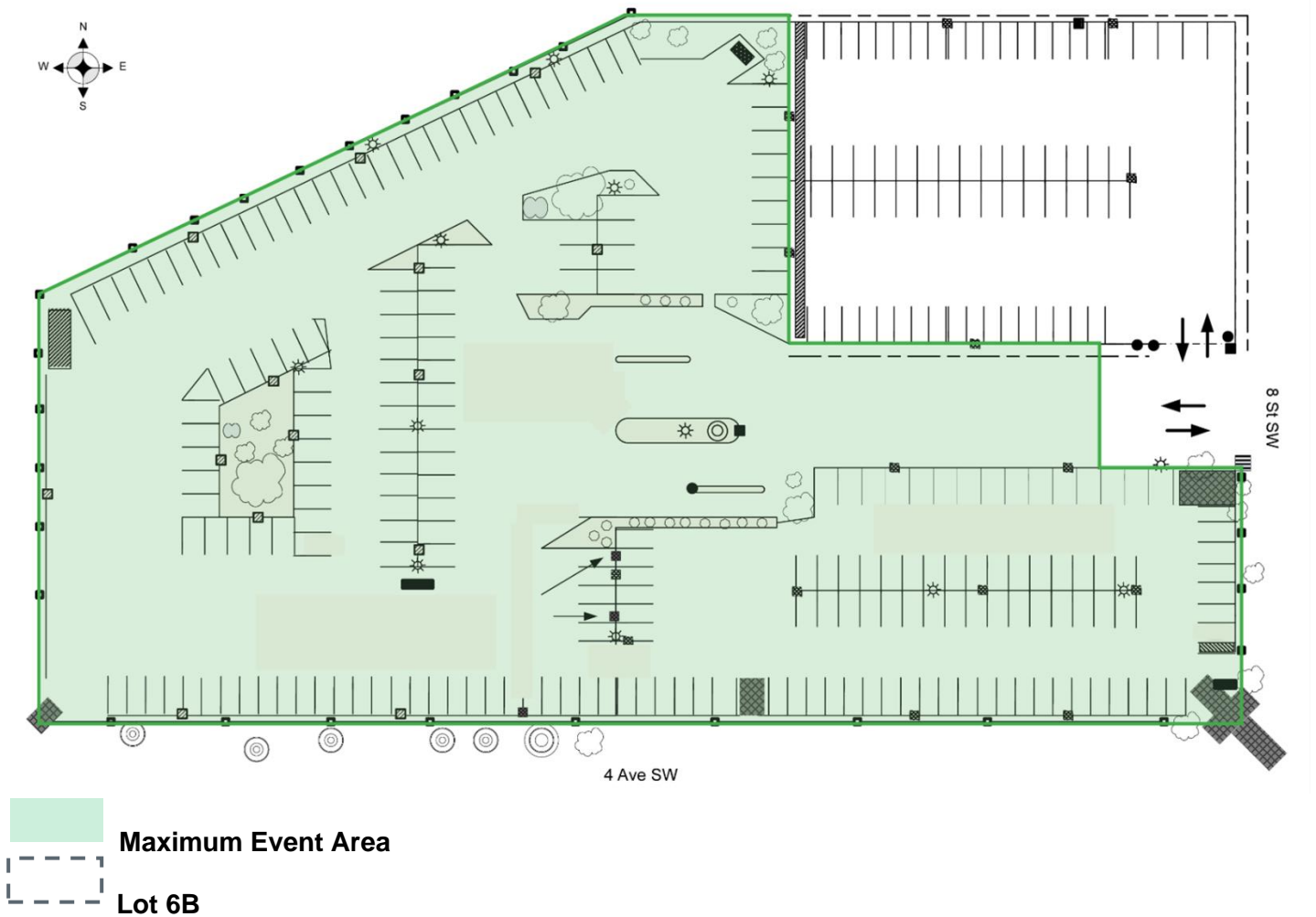
- Which is likely to cause injury or death
- Which modifies or damages the lot or its amenities (including removal of wheel stops)
- Activities related to protests, demonstrations, extremist movements
- Activities that may disrupt surrounding neighbourhoods

The event organizer will not make any alterations or renovations of any nature or kind to Lot 6 without prior written consent of The City of Calgary.

Layout requirements on any hard surfaces may only be marked with chalk.

Section 3: Site Plan

Lot 6 is accessible off 8 ST SW at the intersection of 4 AV SW.



Section 4: Rental Rate & Hours of Operation

The Lot 6 rental rate is: \$129.00 per day.

Hours of operation are: 05:00 – 22:00.*

The portion of the lot labelled “Lot 6B” is available for rental at an additional cost:

\$50.00 per day plus an additional \$50.00 administrative fee.

Organizers of weekday events who are using Lot 6B as a space for VIP parking or other uses must accommodate the monthly parkers there during their event (approx. 26 parkers). On weekends, event organizers are free to use the entire portion of Lot 6B for their event.

*Please note: Event organizers may apply for a [Noise Exemption Permit](#) to extend the hours of operation past 22:00.

Section 5: Conditions of Use

Capacity

The event organizer is responsible for managing the capacity of Lot 6 during their event. Capacity will be determined on a case-by-case basis and may be impacted by occupancy size outlined within the occupancy load card. Please email eventservices@calgary.ca for more information.

Public and Participant Safety

The event organizer is responsible for ensuring public, participant and attendee safety during their event. Organizers will need to submit a finalized Emergency Response Plan (ERP) to Event Services no later than 30 days prior to your event. It is critical your event staff receive ERP training and can adequately respond to event issues as listed in the plan.

Event organizers must ensure their ERPs include the following lot specific safety plans to address:

- Crowd density management
- LRT line proximity safety
- Flooding

Tents and Stages

- If a tent (or culmination of tents) exceeds a total of 60 square metres (645 square feet), organizers need to apply for a [Building Permit](#) from Building Services. Stages (including permanent and semi-permanent stage facilities), scaffolding and bleachers may also require a [Building Permit](#).
- All canopies must be certified to CAN UCL S109 fire rating.
- All canopies must be weighted with appropriate canopy weights.
- Propane tanks may not be placed inside a structure.
- Cooking may be allowed under a canopy (tent with no walls or maximum one wall).
- No open flame cooking appliances are permitted in tents or canopies, and all open flames must be located at least one (1) metre from the tent.
- All cooking surfaces must be located at least one (1) metre from the public.
- No staking is allowed.

Prohibited Activities: The following activities are prohibited at Lot 6:

- Fireworks/Pyrotechnics
- Illegal drugs
- Stampede tents
- Helium or air balloons
- Rice, flower petals or confetti
- Hanging of banners, flyers, or signage from lot amenities, trees, shrubs, or other park features
- Pressurized gasses
- Smoking and vaping
- Personal services including (pending AHS approval):
 - Barbering
 - Body and ear piercing
 - Body and facial waxing

- Electrolysis
- Facials
- Hair styling/replacement
- Make-up application (temporary or permanent)
- Manicures and pedicures
- Tattooing

Section 6: Food & Beverage

Food Service / Food Vendors

Sales and/or service of food and beverage must follow the requirements of the [Alberta Food Regulation](#), and Alberta Health Services must be notified of all food sales and service. For more information on food and beverage guidelines and policies, please e-mail cal.specialevents@albertahealthservices.ca or call Environmental Health, Alberta Health Services at (403) 943-2295.

- The Alberta Health Services – Special Events Food Vendor Package must be followed.
- A Special Event Food Vendor Notification must be completed at least 30 days prior to your event.
- All food vendors' garbage/wastewater disposal sites and sanitary facilities should be included on your site plan.
- A fire-resistant grease proof protective surface must be placed under all barbeques and grills to prevent damage to lot features. All barbeques and grills must have an operational fire extinguisher present.
- All grey water containers must be self-contained, removed and emptied off site at an approved facility on as needed. Place a tray underneath the containers and have an absorbent material on hand in case of a spill.

Liquor Service

- Event organizers wishing to serve or sell alcohol at an event are responsible for obtaining a [Special Event Liquor Licence](#) from the Alberta Gaming Liquor and Cannabis (AGLC) prior to their event.
- Event organizers wishing to serve or sell alcohol must also obtain, in addition to general liability insurance, an extension to include host liquor liability.

Section 7: Cleanliness & Waste

Event organizers are responsible for managing waste at their event. Failure to follow the waste management requirements for events may result in fines, termination of the event while in progress and/or denial of future requests. Organizers must also make every effort to keep the site clean and leave it as it was found before the event.

- Organizers are responsible to collect, sort and remove all garbage, recycling, and compost from the site during and immediately after the event. Additional fees may be charged if any equipment or waste remains on the site after the event. Organizers are responsible for clean-up of all aspects of the event, including the actions of patrons, third-party vendors or sponsors. The waste and recycling bins located on site are not available for use.
- To minimize excessive waste and garbage clean up, organizers should consider ways to reduce waste at their event and measures such as limiting the types of materials brought onto the site to those that can be recycled or composted.

- Proper surface protection must be used when cooking with oil. The event organizer is responsible for cleaning any grease/oil related stains to the surface of the lot and any additional costs as required for clean-up of the lot.
- No liquid or frozen material including beverages, ice, wastewater, paint, grease and soap may be dumped on the site. Storm water sewers are never to be used to dump liquid waste. Prohibited waste items include (but are not limited to):
 - Soil, sediment or other solid matter (includes yard waste)
 - Cooking oils and grease
 - Gasoline, motor oil, transmission fluid and antifreeze
 - Solvents and paints
 - Water from pools and hot tubs
 - Industrial waste
 - Soaps or detergents (including biodegradable products)
 - Pesticides, herbicides or fertilizers
 - Cement/concrete waste
 - Sawdust and construction materials
 - Any substance or combination of substances that emit an odour

All liquid waste is to be disposed of using liquid waste receptacles supplied by the event organizer and removed at the completion of an event for appropriate depositing at an approved location. This requirement is especially significant where there are food and beverage sales onsite. Final disposal of liquid waste must be done in accordance with the [City Drainage Bylaw](#) or according to other methods as approved by Alberta Health Services.

Section 8: Amenities & Inclusions

Electricity:

Please see attached site plan with electrical specifications. Your event liaison at The City of Calgary can assist you with additional power requirements upon request.

Please contact eventservices@calgary.ca for more information.

Water:

There is a hydrant located on the northeast corner of 8 St. and 3 Ave. S.W. which can be used as a potable water source – please discuss this option with your event liaison.

Washrooms:

Lot 6 comes equipped with a two-stall washroom sea can which includes hand wash stations. Should your event require additional washrooms, it is the event organizer's responsibility to provide the necessary number of washrooms per attendee as stipulated by Alberta Health Services.

Event organizers may use the washroom sea can but are responsible for all costs to empty and fill the waste/grey and freshwater tanks. Emptying and filling is based off usage and may not require to be done daily.

Please contact eventservices@calgary.ca if you are interested in using the washroom sea can amenity.

Container Bar:

There is a container bar located on site which is equipped with a hanging heater and built-in thermostat, two wood countertops, two corrugated steel awnings, a door with window and a privacy lock. There are also duplex receptacles and track lights with a light switch.

Storage Sea Can:

A 20-foot by 8-foot storage sea can is located onsite and may be used by event organizers for safe storage. The sea can is equipped with a lock, and keys will be provided. The City is not responsible for lost or stolen items taken from in and around the storage sea can.

Parking:

The east half of Lot 6 (Lot 6B) is split into monthly parking (north section of 6B) and daily use (south section of 6B). Event bookings do not include Lot 6B in the rental unless negotiated with Calgary Parking in advance. If you plan to use 6B, please notify your event liaison as soon as possible, as Calgary Parking requires at least four weeks' notice to coordinate closure of this portion of the lot. Vehicles parked illegally during your event booking will be ticketed and/or towed.

Event guests can pay to use the daily use section of Lot 6B if available or overflow paid parking is available across the street to the south in Lot CPA 58, (zone 9058) 935 4 Ave. S.W. Because parking in the area is limited, discuss your parking plan with your event liaison.

If vehicles are parked inside the event site, they must remain parked for the duration of the event. Vehicles are not permitted to drive through areas with event guests. If a parking area is built into the event layout, event marshals need to be present to direct traffic flow and restrict vehicles from driving into areas with event guests.

Transit:

Lot 6 is conveniently accessible by bus and C-train. The closest stops are:

- Bus Stop ID: 7666
- Directly in front of Lot 6, on 4 Ave S.W.
- C-Train Station: 8 St. S.W. (Four blocks south of Lot 6)

Section 9: Additions

Community Notification

When planning your event, please consider the neighbours who live near the site.

A good neighbour letter is recommended if:

- The event ends between 8PM and 10PM
- The event is new
- The event is a large festival
- The event impacts local business access

A good neighbour letter is required if:

- The event includes a road closure and/or has impacts to parking
- The event is loud (e.g. concert, fireworks/pyrotechnics show)

- The event is a large-scale event where food, alcohol and/or cannabis will be on-site
- The event ends after 11PM

Music

If you use music as part of your event, you must obtain a [SOCAN](#) and/or [Re-Sound](#) performing rights licence. Proof of current or previous year's license is required.

Section 10: Lot 6 Greenspace Use

The greenspace and pathway to the north of Lot 6 may be booked for event use by [applying for a City permit](#). Calgary Parks requires at least four weeks' notice to process the permit request.

Calgary Parking requires at least 7 calendar days' notice to remove the wheel stops and cabling to allow flow-through from the asphalt lot to the greenspace. The wheel stops will be removed a day before the event is scheduled to occur.

Please speak with your event liaison about this option.

Section 11: Move-In

Lot 6 is accessible for vehicles to drive in onsite during move-in. All vehicles must be clear 30 minutes prior to an event starting.

Section 12: Move-Out

Dismantle of the event should not begin until the event is officially closed. Vehicles can then be brought back on 30 minutes after the event has ended or once the site has been clear of attendees.

Section 13: Insurance & Liability

Before final permit approvals, the event organizer is required to, at their sole expense, obtain from an insurer licensed in Alberta under the laws of the Province of Alberta, a Commercial General Liability insurance policy for bodily injury (including death) and property damage in an amount not less than \$2,000,000 inclusive limit for any one occurrence that shall include the following:

- The City of Calgary as an additional insured
- A cross liability clause
- Broad form contractual liability coverage
- Non-owned automobile liability coverage
- No participant's exclusion endorsement
- A 30-day cancellation clause

The insurance coverage must be maintained for the duration of the event, including setup and takedown dates. Final permit approval will not be given until the Certificate of Insurance is submitted to your event liaison, in a form satisfactory to The City Solicitor, 30 days prior to your event set up day.

Additional insurance requirements may be required:

- Where alcohol is served or sold, the event organizer needs to obtain an extension to normal general liability insurance to include host liquor liability.

- Where open flames are used, the event organizer must provide a second Certificate of Insurance for \$5,000,000(per occurrence) liability. The company supplying the open flame device may supply this second certificate provided that The City of Calgary and the organization are specifically named as additional insured.
- Where vehicles are to be used on City Parks property, a minimum \$2,000,000 (per occurrence) third party automobile “PLPD” insurance may be required.
- The City of Calgary strongly encourages event organizers to obtain cancellation insurance.

Please contact eventservices@calgary.ca for additional assistance.

Section 14: Damages

Organizers are responsible for ensuring they are demonstrating due diligence in protecting lot assets from theft or damage. Any damage or theft to the lot, including but not limited to, sea cans, staging, furniture, water wagon, infrastructure, electrical equipment and additional clean up required by The City will be charged back to the event organizers. Costs associated with theft/loss, repair and expenses associated with additional clean-up (please see Section 6) will be communicated to the event organizer by The City as soon as possible following the event.

Section 15: Cancellation

The City of Calgary may modify or cancel the event for one or more of the following reasons, at any time, if there are reasonable grounds to believe that holding or continuing the event:

- Poses a risk to the health or safety of any person.
- Poses a risk of damage to property.
- Violates any applicable law.
- Violates any of the conditions set out in the operating guidelines.

Section 16: Payment

The City of Calgary provides a consolidated invoice to the event organizer for all City services required by the festival or event within 60 days following the event. Payment must be made within 30 days of the date of the invoice. Late payment could impact the event organizer’s ability to obtain approval for future festivals and events in The City or obtain future festival and event support. Failure to make payment may also result in additional requirements such as mandatory deposits for future events held.

Section 17: Contact Information

For all event inquiries, please email eventservices@calgary.ca

Events who meet the criteria of a Festival and Event will be required to submit the [Event Opportunity Form](#) a minimum of 90 days before your event date.

Learn more about [planning a festival or event with The City](#).