

Special Event FAQs

How do I know if a site is available for booking?

A customer service representative with the Facility Bookings office can check if a park or picnic site is showing as available *at that moment*. All applicants should understand that there may be other applications pending that have not yet been processed, so availability cannot be confirmed until after receipt of their application.

I am a non-profit, charity or family group - why am I being charged a rental fee?

All rental fees help off-set maintenance and staffing costs for the park. Park fees were created with non-profit groups and budgets in mind.

When do I have to pay for my Special Event permit?

Typically, if enough advance notice is given, a \$26.25 non-refundable Special Event Administration Fee is due up front upon tentatively booking the space. Our staff would contact you for payment upon receipt of your special event application. Any remaining balance for events is due within 7 days after the permit is approved. A permit will not be release prior to payment. You are always welcome to pay your full balance at any time in advance of approval, but failure to forward payment to our office within the given deadline may result in cancellation of your event. A permit is not valid if it has not been paid for.

Can fireworks be part of my event?

Please contact Event Services at 403-476-4311 for information. Please allow a minimum of 3 months' notice prior to the date of your event. You would be responsible for ensuring that a licensed and bonded pyro-technician is present. If approved by Parks, additional permits may need to be obtained through the Calgary Fire Department. Event Services will assist you in acquiring all the proper approvals.

Can I have alcohol at my event?

Alcohol service is only permitted for large Festivals, as it requires beer gardens and pay-duty police presence. Please contact Event Services at 403-476-4311 for further information if planning a festival. However, due to the number of Festival requests, there are not enough pay-duty police to be present at smaller family gatherings, weddings and special events.

The permit indicates that I need to provide proof of insurance. Why is that?

Insurance will help protect your organization from any claims or accidents that occur during the course of your event. The City grants the permits but does not accept responsibility for the event itself, or anything that occurs as a result of it. Should something happen and a case be brought against the City, an indemnity clause on the permit means that you will be responsible for dealing with the issue, not the City.

Providing a copy of insurance confirms to the City that the permit holder has the financial capacity to deal with any claims that may arise. Insurance protects the City but also the permit holder. In today's society, litigation is more and more common. People are commencing legal action more often for the injuries they may have suffered. Court settlements for what would appear to be even minor injuries are escalating. One uninsured loss can mean financial ruin. The costs to defend these actions are growing as well. The insurance will also pick up the legal fees for defending these claims.