



# Events in Creston

Town of Creston Events Application



Events are a great way to encourage community vibrancy and to celebrate. The Community Planning and Development Team is here to guide you through this process. Please ensure your contact information is up to date, as there may be some back-and-forth regarding your application.

Please note, depending on the size and detail of your event, your application may require approvals from various departments, or Council.

Closed uses, must have tickets available for the general public to purchase. Exclusive, private events on public property such as weddings are not permitted. If you plan on hosting an event on private property outdoors, with more than 500 people, please complete this form and mark your event as “Private Large Event”.

## Instructions:

Complete and return this application to Town Hall, or email completed applications to [info@creston.ca](mailto:info@creston.ca). Only complete applications will be accepted. Submission of an application does not mean your application has been approved.

## Bylaws to review

Frequently used Town of Creston Bylaws may be found here:

<https://www.creston.ca/creston-bylaws>. Please review:

1. Creston's **Fees and Charges Bylaw**, so you are aware of the applicable fees for your event.
2. Town of Creston **Events Bylaw**, which includes all rules and regulations regarding events.
3. Town of Creston **Parks, Trails, and Public Places Bylaw**, which outlines public space rules and regulations, which may impact your event.

## Additional Applications You May Need

1. Request for Liquor Service

## Additional Approvals You May Need

1. Approval from the Ministry of Transportation and Transit – if your event is located on a numbered highway
2. Approval from the Liquor and Cannabis Branch

*Note: These should only be applied for after receiving municipal approval.*

## Applicant Information

Name(s) and Organization (if applicable):

Email:

Phone:

Property Address:

Mailing Address:

## On-site Contact Information

Name:

Email:

Phone:

Alternative Phone:

## Event Information

Event name:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Celebration/Community Event | <input type="checkbox"/> Sporting/Athletic Event  | <input type="checkbox"/> Parade/March             |
| <input type="checkbox"/> Outdoor Market              | <input type="checkbox"/> Fundraiser/Charity Event | <input type="checkbox"/> Festival                 |
| <input type="checkbox"/> Demonstration/Rally         | <input type="checkbox"/> Walk/Run -Timed Event    | <input type="checkbox"/> Walk/Run – Untimed Event |
| <input type="checkbox"/> Other:                      |   |   |

Estimated number of attendees:

Estimated number of staff/volunteers:

Have you held this event before? ☐ Yes ☐ No

**Event Description:** Include – event purpose, target audience, anticipated activities, community benefit.

**Public Event Description:** Get people excited about your event! This description may be published on the Town's social media. Provide a fun description of event activities, performers and amenities and any links to your event website. Do not include details such as dates, times and location here.

## Event Location

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> 11 <sup>th</sup> Ave Walkthrough | <input type="checkbox"/> Burns Park           | <input type="checkbox"/> Centennial Park                         | <input type="checkbox"/> Dodd's Creek Park        |
| <input type="checkbox"/> Dog Park                         | <input type="checkbox"/> Downtown Green Space | <input type="checkbox"/> Dwight and Rosamond Moore Com. Wetlands | <input type="checkbox"/> Kinsmen Park             |
| <input type="checkbox"/> ʔakūʔni (previously Market Park) | <input type="checkbox"/> Millennium Park      | <input type="checkbox"/> Schikurski Park                         | <input type="checkbox"/> Spirit of Creston Square |
- ☐ Other (please specify & include civic address if applicable):  
\_\_\_\_\_

## Booking Type

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Open Use – general public retains access to booked area (no admission fee) | <input type="checkbox"/> Closed Use - tickets available for the general public to purchase. Exclusive, private events on public property such as weddings are not permitted (note all events serving/consuming liquor are closed events) |   |
| <input type="checkbox"/> Casual Event – less than 50 people (3hr max)                               | <input type="checkbox"/> General Event – 50-499 people   | <input type="checkbox"/> Large Event – 500 or more people |
- ☐ Private Large Event – 500 or more people, outdoors, on private property

## Booking Information

How many days is the event? (max. 3):

Booking date(s):

Booking time(s) (including set up and take down):

## Additional Information

- |  |  |
|--|--|
| <input type="checkbox"/> Street closure (general and large events only)                  | <input type="checkbox"/> Liquor service/consumption                            |
| <input type="checkbox"/> Use of BBQs/propane fires<br>Number of BBQs/propane fires _____ | <input type="checkbox"/> Use of Town fire pits (general and large events only) |
| <input type="checkbox"/> Dog friendly event  | <input type="checkbox"/> Commercial Vendors anticipated (e.g. food trucks)     |
- ☐ Number of delineators or barricades required (include list of locations or include a map with your application).

Other additional information – logistics, power requirements, set up and tear down, etc.:



## Supporting Documentation

|   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Site Plan  | <input type="checkbox"/> Liability Insurance  | <input type="checkbox"/> Waiver of Liability | <input type="checkbox"/> Request for Liquor Service Application (if liquor is served/consumed) |
| <input type="checkbox"/> Special Event/Outdoor Fire and Emergency Safety Plan (required for events with more than 100 people) | <input type="checkbox"/> Parking Plan (inclusive of organizer, volunteer, and attendee parking) | <input type="checkbox"/> Street Closure Plan | <input type="checkbox"/> Security Plan   |
| <input type="checkbox"/> Commercial Vendor List   | <input type="checkbox"/> Owner Authorization (Private Outdoor Events)                           |  |  |

## Acknowledgements

|  |          |
|--|----------|
| I have read and understand Events Bylaw No. 2029, 2025 | Initial: |
|--|----------|

## Authorization & Signatures

*The Town of Creston collects your personal information for the purpose of processing your Event Application. The legislated authority to collect your personal information is Section 26 (c) of the [Freedom of Information and Protection of Privacy Act](#).*

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I/WE HEREBY make an application for an Event in accordance with all applicable Town, Federal, and Provincial laws. It is understood that the completion of this form constitutes an application only, and that the works applied for will not commence until a covering permit has been issued. |
| <input type="checkbox"/> | I/WE HEREBY agree that I/WE have submitted a complete application, including all the requested supporting documentation.  |
| <input type="checkbox"/> | I/WE HEREBY agree to pay the actual cost associated with the Event.   |

|       |            |       |
|-------|------------|-------|
| Name: | Signature: | Date: |
|-------|------------|-------|

## Office Use

| Received By        |           |      |                |
|--------------------|-----------|------|----------------|
| Title              | Signature | Date |                |
|                    |           |      |                |
| Approvals Required |           |      |                |
| Title              | Signature | Date | Approved (Y/N) |
|                    |           |      |                |
|                    |           |      |                |

Terms and Conditions:

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## Waiver of Liability

Applicant or  
Authorized  
Signing Authority  
Name:

*Last*

*First*

*Middle Initial*

Applicant or  
Authorized  
Signing  
Authority Mailing  
Address:

*Street Address*

*Apartment/Unit  
#*

*City*

*Province*

*Postal Code*

Event Location: \_\_\_\_\_

In consideration of the Town of Creston agreeing to permit the Applicant to use the above referenced location, the undersigned does hereby release the Town of Creston from any and all liability whatsoever and does hereby agree to indemnify and save harmless the Town of Creston.

The Applicant does hereby agree to use the location only for the purposes of the said Event and strictly in accordance with any and all regulations, municipal, provincial, or federal, applicable to holding the said Event in the above referenced location.

DATED at the Town of Creston this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

The **Applicant**, by its proper officers  
authorized to sign on its behalf:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

## Owner Authorization of Application

### OUTDOOR PRIVATE LARGE EVENTS ONLY

Property Owner  
Name:

*Last*

*First*

*Middle Initial*

Property Owner  
Mailing Address:

*Street Address*

*Apartment/Unit  
#*

*City*

*Province*

*Postal Code*

As Owner(s) of the land described in this application, I/we hereby authorize \_\_\_\_\_  
\_\_\_\_\_ to act as applicant in regard to this Event.

Owner  
Signature:

Date:

Owner  
Signature:

Date: