

Rentals, Sub-Licenses and Event Permits

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What is a Rental?

Rentals

- One time
- Short-term
- Starts/ends within 30 consecutive calendar days

Examples:

- Community member wants to use the hall for a birthday party (1 day)
- Local artist wants space to offer a Spring Break art camp (5 consecutive days)
- Community hockey group wants to run a 3-weekend tournament (3 consecutive weekends)

What is a Sub-License?

Sub-Licenses

- More than one time
- Long-term/ongoing
- Starts/ends within more than 30 consecutive calendar days
- Can span multiple years - end date cannot exceed the end of the TLA (December 31, 2031)

Examples:

- Service organization wants to hold weekly meetings in the hall (ie Scouts, Girl Guides, Church group, etc)
- Local artist wants space to offer camps for spring break (5 consecutive days), 4 weeks in the summer, and over Christmas break
- Daycare wants to use the facility for daily child care service
- Community Market organizer books the parking lot for every Saturday from May-September

**How do we know if a
Rental or Sub-License is
“allowed”?**

Your Board needs to consider every request for use of your Licensed Site.

We recommend that you ask the following questions:

1. Is it **recreation**? (*the experience that results from freely chosen participation in physical, social, cultural, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing*)
1. Does it align with the League's mission, vision, and strategic plan, and with the EFCL's Code of Ethics?
1. Does it meet a need of the community?
4. Are there any municipal, provincial, or federal laws that should be considered?

Examples of legislation that your Board needs to consider:

- Municipal Government Act, Municipal Reserve Declaration, & Urban Parks Management Plan - this legislation specifies that the land set aside for Community Leagues will be used to provide recreational opportunities for the community.
- Business Licensing - Is the 3rd Party a for-profit entity? Do they have appropriate licensing?
- Development Permits - Is the proposed Rental/Sub-License changing or adding to the intended use of the facility?
 - For example, if the building was not originally intended to host worship services, a Development Permit for Accessory Use will be required in order to add Religious Assembly as a permitted use.
- Building Permits - Will the proposed Rental/Sub-License comply with the existing building safety codes?

Your Board says “Yes”...now what?

- Rental and Sub-License templates are available on the EFCL website
 - These templates have been reviewed to ensure that they align with the Tripartite License Agreement
 - Consult with your insurer prior to making any changes to the insurance requirements
 - Add clauses as needed/appropriate (i.e. damage deposit, key information, etc)
- Rentals - sign and retain a file copy
- Sub-Licenses
 - Process under review...our goal is to simplify!
 - If it's Child Care, Religious Assembly, or Commercial Use - consult your NRC
 - All other instances - sign and retain a file copy

When are licenses and permits required?

General Guidelines:

Within this presentation -

- “Tripartite Licensed Land” means City parkland within the league’s licensed site boundary. The site can be fenced or unfenced and often includes parking lots. For the purpose of event licensing, It excludes the hall/patio.
- For the purposes of event licensing, the community hall and attached patio are treated differently. Events held entirely within these spaces do not require an event license from the City of Edmonton’s Neighbourhood Services Section. Other bylaws and requirements may apply.
- All vehicles entering temporarily or remaining on parkland during an event require a Vehicle Parkland Access Permit issued by NRCs even if the event itself does not require an event parkland license. Vehicles on parking lots and roadways designed for vehicular use are excluded.

Licence vs. Permit

Within this presentation -

- A **Licence** refers to the **parkland event licence** issued by NRCs representing the City of Edmonton (the landowner) for events on community and district parkland. A licence is required to allow activities to occur on parkland that would otherwise be prohibited by Parkland Bylaw 2202 and portions of Community Standards Bylaw 14600.
- A **Permit** refers to any additional permission required for a specific activity to occur. These are issued by various agencies granted authority (e.g. municipal, provincial, etc.) for a specific activity. Permits are often required in addition to a parkland event license.
 - For example, the license allows the event to occur on open parkland. However, a special event vending permit is required for specific Mobile Food Vendors to sell at the event and food handling permits issued by the AHS (plus other requirements) are required to operate as a food truck.

Licensing of Sample Activities at Outdoor Events

Activity	Any Event Organizer on Open Parkland	Renters/Sublicensees on Tripartite Licensed Land	League Activities on Tripartite Licensed Land
Organize/participate in gathering of more than 50 people	Required	Required	Not Required (already included in Tripartite License Agreement)
Organize/participate in gathering of more than 250 people	License Required	License Required	License Required
Leave or place any sign	Required	Required	Not Required (already included in Tripartite License Agreement)
Conduct any business or commercial venture	Required	Required	Not Required (already included in Tripartite License Agreement)

Common Permits Associated with Community Events

Permit	Issued By	Any Event Organizer on Open Parkland	Renters/Sublicensees on Tripartite Licensed Land	League Activities on Tripartite Licensed Land
Tier II Consumer Fireworks Permit	Edmonton Fire Rescue Services	Required	Activity usually held only on open parkland	Activity usually held only on open parkland
Special Event Vending Permit (Event with Mobile Food Vendors)	Parks and Roads Services - Parkland Management	Required	Required	Not Required
Vehicle Parkland Access Permit	Neighbourhood Services - NRCs	Required	Required	Required
Noise Permit	Community Standards - Civic Events Enforcement	Required	Required	Required
Building Permit (for certain tents or stages)	Development Services - Safety Codes, Permits & Inspections	Required	Required	Required



Vending on Parkland

Vending on Parkland

- Community leagues are permitted to sell, display or distribute any goods or services and conduct any business or commercial venture within their tripartite licensed area, community hall and attached patio. Other bylaws and requirements may apply.
 - This does not apply to Sub-licensees and Renters. All bylaws and additional requirements such as event licenses and permits will apply.
- Commercial activities during an event on parkland can be authorized using an event license. However, approval of vendors is not handled by NRCs. It is the responsibility of Parkland Management with Parks and Roads Services.
- Vendors of any type must be invited by the event organizer in advance to participate. Uninvited drop-in vending is not permitted.

Licenses and Permits for Vending on Community & District Parkland

	Any Event Organizer on Open Parkland	Renters/Sublicensees on Tripartite Licensed Land	League Activities on Tripartite Licensed Land*
Mobile Food Vendors	Parkland License Approved Vendor Status Event Vending Permit	Parkland License Approved Vendor Status Event Vending Permit	Approved Vendor Status
Service Providers & Suppliers	Parkland License Declaration Form	Parkland License Declaration Form	Declaration Form
Merchants	Parkland License Declaration Form	Parkland License Declaration Form	Declaration Form
Artisans & Tent/Table Food/Beverage Providers	Parkland License	Parkland License	-
Buskers	-	-	-

**A parkland event license is only required if the event includes other prohibited activities and/or attendees over 250.*

Mobile Food Vendor - Definition

Mobile Food Vendor: A business that holds a Food Truck/Food Cart business license.

The vendor sells prepared or packaged food or beverages directly to consumers from place to place, or from a temporary location where the public has an expected right of access.

The vendor must be able to readily move from place-to-place, and cannot not operate in the same place for more than five (5) consecutive days at a time.

The vendor must have a vending permit in addition to a business licence to operate a food truck or food cart on public property, including on roadways, sidewalks, or parkland.

Mobile Food Vendors - Requirements

Approved Vendor Status

Mobile Food Vendors are the only vendor-type added to the **Approved Mobile Food Vendors List** at edmonton.ca/vending

- Food Trucks and Food Carts cannot use the Declaration Form
- Event organizers will be required to use the vendors already on the list. Parkland Management will not expedite approved vendor status in conjunction with an event.
- Information about Approved Mobile Food Vendors is found at edmonton.ca/vending

Event Vending Permits

Mobile Food Vendors are the only vendor-type listed under an Special Event Vendor Permit. A permit is required when:

- Located on open parkland no matter the event organizer
- Parked in the curb lane adjacent to the park no matter the event organizer
- Located on tripartite licensed land when the event organizer is a **renter or sublicensee**

Event Vending Permits are not required for food vending located on league licensed land when the event organizer is the **community league**

Service Providers, Suppliers & Merchants

Definition

- **Service Provider:** Audio/visual media entertainment, entertainers such as balloon artists, clowns, face painters, magic shows, fireworks, hay/sleigh rides, inflatable bouncy houses, petting zoo, catering companies that deliver food to the event.
- **Supplier:** ATM's, event rentals, fence rentals, portable toilets, and so on.
- **Merchant:** A business that obtains an invite or request from the event organizer to set-up a stall, table, or space for displaying, offering, or selling goods to the general public.

Requirement - Declaration Form

Service Providers, Suppliers & Merchants must complete a Declaration Form before participating at each event.

- Event Vending Permits are not required for these businesses.
- The Declaration Form is a fillable application at edmonton.ca/programs_services/neighbourhoodeventdeclaration

Other Invited Vendors

Definition

- **Artisans:** To be categorized as an artisan, you must sell your own handcrafted goods.
- **Tent/Table Food/Beverage Providers:** May conduct sales and/or donations of either food or beverage.
- **Busker:** A busker must entertain in exchange for donations, without negotiating a price, for the entertainment provided.

Requirements

Artisans, Tent/Table Food/Beverage Providers and Buskers may participate at neighbourhood events when invited to do so. As they do not hold businesses licenses, they cannot completed a Declaration Form.

Individuals and groups such as these must follow other regulations such as Alberta Health Services (AHS) food handling regulations. It is the responsibility of the event organizer to confirm that any invited participants comply with regulations while participating at the event.

**How do leagues,
renters and sublicensees
obtain event licenses
and/or vending permits?**

Event Licensing and Planning Resources

Using Neighbourhood Parkland

edmonton.ca/usingneighbourhoodparkland

- Event and Program Planning Supports
- Basic planning information
 - simple to complex gatherings
 - events on Community League Licensed Parkland
- Community Programming and Special Event Planning Guide
- **Link to event license application page**
- Links to other resources such as EFCL and ATCO equipment

Neighbourhood Events & Open Spaces

edmonton.ca/attractions_events/rentals_event_planning/neighbourhood-events

- **Event License application form**
- Booking fee details (note: parkland open space booking fees will not be charged for events held exclusively on tripartite licensed land; other permit fees may apply)

Sample Event Licensing & Vending Permit Process

For Leagues Hosting Events on Tripartite Licensed Land

1. The Community League (CL) fills out the *Neighbourhood Event Application Form* in order to obtain a parkland license.
 - a. [Online Event Application Form](#) at edmonton.ca | Neighbourhood Parks & Open Spaces
2. NRC reviews application and contacts CL to confirm details.
3. If only vending is indicated, the NRC directs the CL to visit edmonton.ca/vending to review the appropriate information:
 - a. **For food trucks/food carts, the CL will find a list of [Approved Vendors](#). No event vending permit required.**
 - b. **For service providers/suppliers or merchants, the League will follow the [Declaration Form](#) information.**

If any other proposed activities require a parkland license (e.g., over 250 people, going outside the league licensed area), the NRC continues with the licensing process. Proof of insurance is not requested of community leagues as it is already on file with Risk Management.

4. NRC completes the parkland license, obtains required signatures, sends final copy of license to CL.
5. CL completes any other requirements before the event.

Declaration Form Process

- **edmonton.ca/vending**
- Service Provider, Supplier or Merchant (the “vendor”) will complete the **Declaration Form**
- Once submitted, the vendor will receive an automatic reply similar to the one shown (see right)
- The event organizer will receive an email notification with similar information
- The event organizer confirms details with the vendor for the upcoming event
- NOTE: This is not used for Mobile Food Vendors
- NOTE: Process overseen by Parkland Management

Thank you for filling out the Neighbourhood Event Declaration form for The Event on 22/08/2023 in order for Business Name to participate in the neighbourhood event held on City of Edmonton land. **Please do not reply to this email.**

Submitted on: 07/08/23 12:10:18

Notification of your declaration has been provided to Bob Organizer G to ensure they are informed that Business Name has completed the required Neighbourhood Event Declaration form.

Responsibilities of the Service Provider, Supplier or Merchant

1. Business Name is required to hold valid Commercial General Liability Insurance with the City of Edmonton listed as Additional Insured. Refer to Appendix 1.
2. Business Name must hold a valid City of Edmonton Business Licence.
3. Amenities, accessories, and display areas shall not pose danger or create additional hazards to pedestrians, cyclists, parked vehicles, or City and utility workers.
4. Ensure all operations and activities comply with the Parkland Bylaw C2202 and the Traffic Bylaw 5500 at all times.
 - Ensure that the applicant and any employees, contractors or volunteers , obey all safety requirements, and do not damage any public or private areas. Note that parkland is an active public space that impacts multiple people, therefore, the applicant shall be aware and responsible for keeping their operational area free of any hazards.
 - Ensure compliance with all applicable federal, provincial and municipal laws, ordinances, rules, regulations, bylaws and codes.

Responsibilities of the Event Organizer

1. In receipt of this email Bob Organizer G is solely responsible for collecting and retaining these confirmation emails from all Service Providers, Suppliers and Merchants who have completed the online declaration form for the The Event held at In the park on 22/08/2023.
2. If Bob Organizer G would like to hire food trucks or food carts to attend The Event they must obtain an event vending permit. Applications must be submitted a minimum of 7 business days before the event and include only vendors that are on the Approved Food Vendor List. Links to making this application can be found on the vending website.
 - If the Approved Food Vendor unit is set up within the Community League Licence Area (CLLA) parking lot, the Community League does not need to apply for vending permits. If they are located outside of the CLLA parking lot then vending permits for the mobile food vendors will be required.

Enforcement

The City collects the submitted declaration forms but does not review or vet the validity of these declaration forms prior to the event taking place. Applicant declaration forms are subject to audit by the City of Edmonton. Failure to comply with the declaration requirements will result in the Applicant being flagged and excluded from future neighbourhood events on city parkland.

If you have any questions or concerns, please reach out to the Vending Program.

Sample Event Licensing & Vending Permit Process

For Renters/Sublicensees on Tripartite Licensed Land or Any Group on Open Parkland

1. The Event Organizer (EO) fills out the *Neighbourhood Event Application Form* in order to obtain a parkland license.
2. NRC reviews application and contacts EO to confirm details.
3. If vending is indicated and the NRC approves the activity for the specific event and location, the NRC directs the EO to visit edmonton.ca/vending to review the appropriate information:
 - a. **For food trucks/food carts, the EO will find a list of Approved Vendors and instructions on obtaining an event vending permit.**
 - b. **For service providers/suppliers or merchants, the EO will follow the *Declaration Form* information.**
4. NRC requests proof of insurance for the event. (Note: League insurance already on file)
5. EO submits proof of insurance with COE added as Additional Insured.
6. NRC completes the parkland license, obtains required signatures, sends final copy of license to EO, and retains electronic copy.
7. EO obtains vending permit for any mobile food vendors that will be used at the event.
8. EO informs service providers and merchants of the online declaration form requirement.
9. EO will receive automatic email notification when applicant submits information.
10. EO completes any other requirements before the event.

Special Event Vendor Permit

- edmonton.ca/vending
- The event organizer will complete the **Special Event Vendor Permit**
- Only mobile food vendors are included.
- Mobile food vendors must be on the current **Approved Mobile Food Vendor List** found at edmonton.ca/vending
- A permit fee will be charged
- NOTE: Service Provider, Supplier or Merchant are not included on this form.
- NOTE: Process overseen by Parkland Management

EVENT AND FESTIVAL VENDOR PERMIT APPLICATION
Please complete the form below.
Bold or asterisk (*) fields are mandatory.

Event Information

Festival / Event: *

Organization Name: Please enter if different than

Location of Event: *

Start Date: Start Time: (None) v (None) v *

End Date: End Time: (None) v (None) v *

Festival Business Licence #:

Organization Address: *

City: *

Province: (None) v *

Postal Code: *

Organization Email Address: *

Contact Name: *

Contact Business Phone: - - *

Contact Cell Phone: - -

Not for Profit #:

Civic Event Liaison / Community Recreation Coordinator:

Vendor List

A vendor sells, displays or distributes goods or services on a public street or other public space. You must attach your vendors to the add vendor button and/or attach the vendor list. If you attach the vendor list please ensure you include the vendor type, vendor business name, product or service, vendor contact name, vendor business phone. Also include business licence number if available.

Add Vendor

Vendor Type	Vendor Business Name	Product or Service	Vendor Contact Name	Vendor Business Phone
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Attach Vendor List

Please attach your not for profit registration if you are a not for profit organization.

Attach Not for Profit Document

Why does the City care?

- The City of Edmonton is the landowner of all Sites licensed under the Tripartite License Agreement.
- Community League Licensed Sites are parkland, and are governed by the provincial Municipal Government Act, Public Lands Act, Municipal Reserve dedication, and the Urban Parks Management Plan. Any activity on the Site must comply with all relevant legislation.
- Having appropriate agreements in place is a measure of good governance and helps to protect all parties involved, as it ensures that roles, responsibilities, and liabilities are clearly defined.

Questions?