

EVENT PERMIT APPLICATION PROCEDURES

1. An approved Event Permit is required prior to an event taking place inside YYC Calgary International Airport or anywhere on airport property. An “event” includes any activities outside of normal operations. These events include, but are not limited to:
 - Flight inaugurals
 - Retail openings
 - Filming requests
 - Special activations (i.e. Stampede, Olympics)
 - Press conferences
 - Marketing events (i.e. Photoshoots, Tours)
 - Surprise & delight initiatives
2. Application forms are online at YYC.com>Calgary Airport Authority>Forms & Applications
3. Pre-Security events should be entered a minimum of two weeks in advance
4. Post-Security events should be entered a minimum of four weeks in advance
5. Permits are valid only for the day(s) and time(s) requested
6. The applicant is responsible for contacting, scheduling and coordinating the work through operations@yyc.com or their alternate Airport Authority contact.
7. The permit approval is returned to the listed applicant via email; **this approval may include comments or directives from The Authority that must be adhered to.**
8. Any changes or revisions to the original request must be submitted for approval through operations@yyc.com
9. **No event may take place until an approved permit is received. Proof of an approved permit may be required to be presented at any time and must be available (hard copy or electronically).**

