PARK SPECIAL EVENT APPLICATION FORM

City of Saskatoon

Although you may book park space for event use, your event does not have exclusive use of the park. You may not fence off the park in a manner that blocks access to the MVA trail or that prohibits access through the park.

Please return application to:
Allocations Office
Lawson Civic Centre
c/o City Hall
Saskatoon, SK S7K 0J5
PHONE: 306-975-3366 FAX: 306-975-2954

Facility Requested: ☐ Band Shell ☐ Kinsmen Picnic Shelter ☐ River Landing ☐ Park ☐ Community Stage* ☐ Showmobile* ☐ Fire Pit @ River Landing ☐ Dry Arena*

Please state the location: _____

*Rental Costs Apply

PART A: BOOKING INFORMATION

Name of Organization		**Type of Organization** ☐ Non Profit ☐ Private Company ☐ Family ☐ Other (please specify)_____
Mailing Address (including Postal Code)		
Main Contact Name	**Main Contact Home Phone #**	**Business Phone #**
Email Address	**Fax #**	**Cell Phone #**
Alternate Contact Name	**Alternate Contact Home Phone #**	**Business Phone #**
Email Address	**Fax #**	**Cell Phone #**

Event Name

Type of Event:

☐ Party/Reception/Beer Garden ☐ Wedding Ceremony ☐ Sporting Activity ☐ Run/Walk/Marathon ☐ Demonstration/Parade

☐ Festival ☐ Concert Performance ☐ Other (please specify)_____

Name of Park, Pathway or Greenspace	**Area Requested** (site name or description of area, i.e.: Meewasin picnic area)

Event Date(s) yyyy	mm	dd	**Event Time(s)**	**Set Up and Take Down Date(s)** yyyy	mm	dd	**Set Up and Take Down Time(s)**

Anticipated Attendance (Including organizers, volunteers, participants and spectators)

☐ < 50 ☐ 50 – 100 ☐ 100 – 200 ☐ 200 – 500 ☐ 500 – 1000 ☐ 1000 – 2500 ☐ 2500 – 5000 ☐ 5000 - 10,000 ☐ 10,000 +

PART B: INFORMATION ABOUT THE EVENT
If event is using amplified music and expecting over 500 people fill in Part D & Part E.

ACTIVITIES
Please check all activities that apply to the event. **Dependent upon activity, applicants may be required to supply other documentation before final permit may be issued (i.e. Insurance, liquor permits, etc.)**. Note that not all activity is suitable for all park locations; some activities may not be approved.

- ☐ Amplified Music Performances (dance, theatre, music) (read and sign the attached noise guidelines requirements)
- ☐ Refrigeration Trucks
- ☐ Fireworks
- ☐ Dunk Tanks
- ☐ Inflatable (activity bouncer and/or promotional tool)
- ☐ Hot Air Balloon Tethering and/or Launching (identify which)
- ☐ Petting Zoo or Similar Animal Type Activities
- ☐ Beer Garden
- ☐ Concession (food/refreshments)
- ☐ Sporting Activity (type and level): _____
- ☐ On-Site Fundraising (type): _____
- ☐ Merchandise Sales (type): _____
- ☐ Sponsorship and Advertising: List the names of the event sponsors and advertisers and indicate the type (i.e.: banners, posters, free standing signs) and approximate size of advertising materials. _____

  _____
- ☐ Other (identify activity): _____

Additional description of event: _____

PART C: SITE LAYOUT AND SET-UP

Please provide information on all items that are being brought onto the site. For events in main riverbank parks, include a diagram of the event set-up. (Diagrams are available from Lawson Civic Centre.)

- ☐ Tents to be erected (identify number and sizes): _____
- ☐ Temporary stage(s) to be erected (identify number and sizes): _____
- ☐ Garbage dumpsters to be brought on site (identify number): _____
- ☐ Portable toilets to be brought on site (identify number): _____
- ☐ Other structures to be erected (identify type and number): _____

PART D: COMMUNICATION PLAN: To be provided if event has amplified sound and expecting 500 people or more.

1. Telephone access during the event: Residents adjacent to the park, community association or others that may be impacted by the occurrence of a large event in a public park need to receive notification about the event, the date, times and the event program of entertainment. A 24-hour phone number is required to be made available during the event. This number is to be submitted to the City (Open Space Consultant) who will distribute the number to the police. This is to enable the public to phone the event organizers to discuss any problems regarding the event during its operation.

2. Event program information (i.e. schedule of entertainment, availability of concessions, etc). Information on the event dates, times and program of entertainment needs to be provided to any residents, including condos located adjacent to the park.

Indicate the methods that your organization will use to distribute event information:

- ☐ Community Association Newsletters
- ☐ Meeting with Community Association
- ☐ Posters/Flyers distributed door to door
- ☐ Letter to Community Association
- ☐ Other

PART E: To be filled in if events are expecting 500 people or more.

Event Security: Provide a description of how security will be provided and scheduled:

Parking Plan: Describe the areas where event participants and spectators will park during the event:

Traffic Control: For events that will be impacting a city roadway contact Municipal Engineering at 975-2640 to discuss street closures and provision of barricades.

REQUIREMENTS FOR SPECIAL EVENT BOOKINGS

Noise Levels:

The attached 'Noise Guidelines for Park Special Events' are intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living adjacent to the park. The guidelines explain the responsibility that event organizers have for monitoring noise resulting from the presence of your event occurring in a public park.

- The Department reserves the right to require that the event organizer and/or sound contractor reduce public address system sound levels if these are found to be excessive (e.g. causing undue public complaint, unreasonably interfering with adjacent users, or exceeding noise bylaw limits, etc.)

- **Sound checks or amplified music will be allowed only during the following hours:**
  Monday to Thursday 11:00 am-09:00 pm
  Friday/Saturday 11:00 am-10:00 pm
  Sunday 01:00 pm-06:00 pm

- Should your event occur **outside of the Noise Bylaw hours**, your organization must receive permission from City Council. Contact the City Clerk's Office at 975-3240. Upon approval of your event by City Council, **you will be directed to meet with the Community Services Department, Open Space Consultant, to review and discuss the administrative conditions to which your event must adhere.**

- Event organizers are responsible to:

  ► Meet with park staff on site to confirm the set up and take down arrangements. Your event will be booked, but a contract to confirm the booking will not be issued until Parks have reviewed the event setup with organizers.
  ► Arrange for all cleaning up of the park immediately following the event
  ► Provide own garbage bags and containers (if required in addition to those already existing in the park)
  ► Pay for any costs incurred by the City of Saskatoon (i.e. damage to turf, incomplete clean-up) as a result of the booking.

NUMBERS TO CALL:

For event set up meetings phone: East Side Supervisor 975-3396 (e.g. Rotary Park, Diefenbaker, Gabriel Dumont)
West Side Supervisor 975-3301 (e.g. Kiwanis, Friendship, Victoria Park)

OTHER INFORMATION

- Vehicles are not to be driven on parks or ball diamonds, unless Parks staff has approved access and/or egress routes.
- Fire pits are on a first-come first-served basis. Users supply their own firewood for wood burning fire pits. Propane barbeques are allowed in parks.
- Public washrooms are available from 8:00 am - 10:00 pm during the summer season.
- Additional picnic tables for park bookings are not available.
- Parks will locate irrigation lines. Event organizers are responsible to contact ALL other underground utilities.
- **A $2 million Third Party Liability insurance policy is required for any events at which alcohol is served. Proof of insurance must be submitted to the Allocations Office prior to the event.**
- **If alcohol is to be served during your event, you must request permission from City Clerk's office @ 975-3240 prior to applying for a Special Occasion Permit from Saskatchewan Liquor and Gaming Authority. Alcohol must be kept in a designated area.**

I HAVE READ AND WILL COMPLY WITH ALL EVENT REQUIREMENTS.

Event Contact Signature: _____ **Date:** _____

OFFICE USE ONLY:

Event authorized and approved by: _____ Leisure Services

_____ Parks Branch