



SPORTSFIELD APPLICATION FORM

Allocations Office, Lawson Civic Centre
 c/o City Hall
 Saskatoon SK S7K 0J5
 Phone: 975-3366 Fax: 975-2954

TEAM OR GROUP NAME: _____	CATEGORY OF PLAY: Men <input type="checkbox"/> Women <input type="checkbox"/> Adult Co-ed <input type="checkbox"/> Youth/Minor <input type="checkbox"/>
SPORT:	LEVEL OF PLAY:
Softball <input type="checkbox"/> Slo-Pitch <input type="checkbox"/>	League Play – Competitive <input type="checkbox"/>
Football <input type="checkbox"/> Baseball <input type="checkbox"/>	League Play – Recreational <input type="checkbox"/>
Soccer <input type="checkbox"/> Lacrosse <input type="checkbox"/>	Practice Time <input type="checkbox"/>
Rugby <input type="checkbox"/> Ultimate Disc <input type="checkbox"/>	Tournament/Special Event <input type="checkbox"/>

Applicant Name: _____ **Home #:** _____ **Work #:** _____

Address: _____ **Fax #:** _____ **Cell #:** _____

City: _____ **Postal Code:** _____ **E-Mail:** _____

Alternate Applicant Name: _____ **Home #:** _____ **Work #:** _____

Address: _____ **Fax #:** _____ **Cell #:** _____

City: _____ **Postal Code:** _____ **E-Mail:** _____

Choice	Day(s) Requested (i.e.) Mon	Time(s) Requested (i.e.) 6:30 - 9:30 pm	Beginning Date	End Date	Name of Field/Diamond Requested
1 st					
2 nd					
3 rd					

Did your group have a seasonal permit or special event with the city during the last season? Yes No

If yes, in what name _____

If applying for a tournament:

- Will you be operating a concession (food or beverage)? Yes No
- Will you be erecting a temporary structure (e.g. tent, stage)? Yes No
- Will you be serving alcohol?(see Other Information for documents required) Yes No
- Do you want additional Garbage Containers? Yes No

*additional charges will apply, contact Allocations Office for more information

Special instructions/requirements: _____

Applicant Signature: _____

Date: _____

GUIDELINES FOR SPECIAL EVENT BOOKINGS

Event Organizers Responsibilities

- Arrange for clean-up of the park immediately following the event
- Provide own garbage bags and containers (if not using City containers)
- Pay for any costs incurred by the City of Saskatoon (i.e. damage to turf, incomplete clean-up) as a result of the event.
- Meet on site with park staff to confirm the set up and take down arrangements. Park staff will provide information on the location of irrigation and underground lines at the site meeting that are required to be marked if erecting a structure.

Noise Levels

- 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 (i.e. causing undue public complaint, unreasonable interfering with adjacent users, in excess of noise bylaw limits, etc.)
- Sound checks or amplified music will be allowed only during the following hours:

Monday to Thursday	11:00am - 9:00pm
Friday/Saturday	11:00am - 10:00pm
Sunday	1:00pm - 6:00pm
- 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 that your event must adhere to if applying for the extensions to the Noise Bylaw.

Other Information

- Vehicles are not to be driven on parks or sportsfields, even when delivering supplies.
- Fire pits are on a first-come, first-served basis. Users supply their own firewood. Propane barbeques are allowed in parks.
- Public washrooms are open in applicable parks May 1st weekend to September long weekend from 8:00am - 10:00pm
- Additional picnic tables for park bookings are not available.
- **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.**

Numbers to Call for Event Set Up Meeting

East Side Supervisor	975-3396
West Side Supervisor	975-3301