

# Outdoor Special Event Application Form

Complete the following checklist of requirements prior to the completion of the  
Outdoor Special Event Application Form.

Application must be legible and completed digitally or in pen. Incomplete applications will not be reviewed.

By checking each box, I understand that:

- Event organizers are required to read and understand the Outdoor Special Event Information Guide and are responsible for abiding by all City of Saskatoon guidelines and rules.
- If staking portable structures into the ground, event organizers are responsible for completing utility and irrigation line checks (refer to Special Event Information Guide – Tents and Temporary Structures).
- Although the park space has been booked, it is understood that the event does not have exclusive use of the park. Meewasin Valley Authority trails must remain accessible at all times.
- Motor vehicles are restricted in parks unless permits have been granted per Bylaw No. 7767, The Recreation Facilities and Parks Usage Bylaw, 1998.
- If alcohol is served or consumed at the event, municipal approval must be obtained from the City of Saskatoon, and a Special Occasion Permit must be obtained from the Saskatchewan Liquor and Gaming Authority.
- If food is served or sold at the event, event organizers and vendors must receive approval from the Saskatchewan Health Authority.
- Food trucks are not allowed in parks, unless approved by the City of Saskatoon. Food trucks must hold a City of Saskatoon Mobile Food Truck License and must have a letter of invitation from event organizers visibly posted.
- Insurance is required for all events with the exception of demonstrations, parades, and marches. The insurance document must name the City of Saskatoon as an additional insured party.
- Damage deposits may be required.
- A submission of this application is a request to use park space and does not guarantee approval or permit.
- A non-refundable application fee will apply to all special event applications and must be paid within 10 days of receiving the contract.**
- Final approval of the event will not be provided until all required documents (i.e. signed contract, liability insurance, site map, additional permits and applicable charges) have been submitted. Failure to do so may result in the contract being cancelled.**
- The City of Saskatoon is granted permission to share event contact information including event date, event location, event day contact name, email, and phone number on a publicly accessible webpage. \*\***

**\*\* Only applicable to Level 2 and 3 events with requested road closures and amplified sound and all events occurring in riverbank parks**

## PART A: CONTACT INFORMATION (Please ensure information is legible for contact purposes.) **\*\* Required for application to be accepted**

Event Name: **			
Hosting Organization:**		Non-Profit No.:	
Mailing Address: *			
City: **	Province: **	Postal Code: **	
Primary/ Contact Name: **			
Primary Contact Email:**		Primary Contact Phone:**	
Alternate Contact Name:			
Alternate Contact Email:		Alternate Contact Phone:	
Event Day Contact Name: **		Event Day Contact Phone: **	
Event Day Email: **			

**FOR OFFICE USE ONLY**

<b>Date Received:</b>		<b>Application Classification:</b>	
<b>Contract Number:</b>		<b>Total Amount Owed:</b>	
<b>Date Liability Insurance Received:</b>		<b>Date Payment Received:</b>	

**PART B: EVENT DETAILS**
**1. Brief Event Description: (Attach additional sheet if necessary)****2. Event Date and Attendance (please specify for each date, if multiple dates):**

	Date(s)	Time(s)	Anticipated Attendance (for each date)
<b>Set Up:</b>		AM PM	
<b>Event:</b>		AM PM	
<b>Take Down:</b>		AM PM	

**3. Location Requested (check all that apply):**

<input type="checkbox"/> Chinese Ting (Victoria Park)	<input type="checkbox"/> Meewasin Park North	<input type="checkbox"/> Victoria Park
<input type="checkbox"/> Diefenbaker Park	<input type="checkbox"/> River Landing Market Square	<input type="checkbox"/> Vimy Memorial Bandshell
<input type="checkbox"/> Friendship Park	<input type="checkbox"/> River Landing I Amphitheatre	<input type="checkbox"/> Other Location(s) (please specify):
<input type="checkbox"/> Gabriel Dumont Park	<input type="checkbox"/> River Landing I Fire Vessel	_____
<input type="checkbox"/> Kinsmen Park North	<input type="checkbox"/> Lit <input type="checkbox"/> Unlit	_____
<input type="checkbox"/> Kinsmen Park Festival Site	<input type="checkbox"/> Rotary Park	_____
<input type="checkbox"/> Kinsmen Park Picnic Shelter	<input type="checkbox"/> Street/Road Only (must complete Part C, 2.)	_____
<input type="checkbox"/> Kiwanis Memorial Park North		_____

**4. Event Activities (check all that apply):**

<input type="checkbox"/> Alcohol Sales/Service*	<input type="checkbox"/> Dignitaries In Attendance	<input type="checkbox"/> March/Parade
<input type="checkbox"/> Amplified Sound*	<input type="checkbox"/> Filming*	<input type="checkbox"/> Propane BBQ
<input type="checkbox"/> Animal Activities (petting zoo, pony rides)	<input type="checkbox"/> Fire Pit*	<input type="checkbox"/> River Activities
<input type="checkbox"/> Boot Camp/Fitness Class	<input type="checkbox"/> Fireworks/Pyrotechnics*	<input type="checkbox"/> Run/Walk/Marathon
<input type="checkbox"/> Carnival Rides	<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Sleigh Rides
<input type="checkbox"/> Commercial Drone Use*	<input type="checkbox"/> Hot Air Balloon	Sales/Solicitation
<input type="checkbox"/> Concession (food/beverage)*	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Tent Set-Up/Temporary Structures
<input type="checkbox"/> Cooking with Grease-Laden Vapors*	Staking Yes <input type="checkbox"/> No <input type="checkbox"/>	Staking Yes <input type="checkbox"/> No <input type="checkbox"/>

**\*Additional permits may be required**

**PART C: PROVISION OF CIVIC SERVICES**
**1. Civic Services Requested (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> No Civic Services Required                        | <input type="checkbox"/> Access to Potable Water*               |
| <input type="checkbox"/> Road or Lane Closures (must complete Part C, 2.)* | <input type="checkbox"/> Victoria Park                          |
| <input type="checkbox"/> Parking Space Rental (must complete Part C, 2.)*  | <input type="checkbox"/> Kinsmen Festival Site                  |
| <input type="checkbox"/> Pylons (# requested _____)                        | <input type="checkbox"/> Community Stage (36 feet x 16 feet)*   |
| <input type="checkbox"/> Barricades (# requested _____)                    | <input type="checkbox"/> Show Mobile Stage (32 feet x 16 feet)* |
| <input type="checkbox"/> 300 gallon Garbage Containers (# requested _____) | <input type="checkbox"/> Public Announcement System for Stage   |
| <input type="checkbox"/> Race in Progress Sign (# requested _____)         | <input type="checkbox"/> Police Assistance*                     |

\*Fees may apply.

**2. Road/Lane Closures:**
**Road/ Lane Closures (attach additional sheet if necessary)**

*Note: Parking within a road closure is not permitted as per Traffic Bylaw No. 7200.*

Type of Closure (e.g. sidewalk, parking lane, or full road)	Road (street name)	Direction of Lane (e.g. northbound, southbound, etc.)	From (address/street +/- intersection)	To (address/street +/- intersection)
<i>e.g. Parking Lane</i>	<i>Spadina Crescent</i>	<i>Southbound</i>	<i>22<sup>nd</sup> Street +</i>	<i>24<sup>th</sup> Street -</i>

**PART D: SITE SPECIFICATIONS**
**1. Site Map (must be submitted with application on a separate document using City park maps or Google maps):**

The following applicable information must be included (but not limited to) in the detailed site map:

- |   |                      |                         |                         |
|---|----------------------|-------------------------|-------------------------|
| • Alcohol Sales Area                            | • Fire Pit/Fireworks | • Lighting              | • Scaffolding           |
| • Emergency Vehicle Access                      | • Food Trucks        | • Portable Toilets      | • Sound Systems         |
| • Entrance/Exits (include location, size, etc.) | • Garbage Cans       | • Recycling Bins        | • Stages (include size) |
| • Fencing                                       | • Generators         | • Refrigerator Trucks   | • Tents (include size)  |
|   | • Inflatables        | • Road Closure Requests | • Trailers/Vehicles     |

**2. Run/Walk/Parade Route Maps (if applicable, must be submitted on a separate document):**

The following applicable information should be included (but not limited to) in the detailed route map:

- |                    |                           |                             |
|--------------------|---------------------------|-----------------------------|
| • Aid Stations     | • Pathway(s) Used         | • Staging Area(s)           |
| • Portable Toilets | • Roadway(s) Used         | • Start and Finish Location |
| • Police Locations | • Road Marshall Locations | • Turn Around Points        |

**3. Motor Vehicle in Parks Request:** Motorized vehicles are restricted in parks and on trails for special events (*i.e.: gators, cars, vans, delivery trucks, trailers, etc.*). The City of Saskatoon will consider granting motor vehicle access for reasonable requests by the event organizer. A pre-event park meeting is required to arrange vehicle access points.

Do you require vehicle access to the park?     YES                       NO

If yes, please fill out a Motorized Vehicle in Parks permit application (<https://www.saskatoon.ca/special-event-forms-permits>) and submit with the Special Event Application Form.

**Note:** Event organizers will be contacted to pay a \$30 administrative fee once the application has been approved. Permit will be issued upon receiving payment and must be displayed in the vehicle entering the park.

## PART E: EVENT RISK ASSESSMENT FORM

The information gathered in this Event Risk Assessment Form provides the information needed to classify the event into either **NORMAL** risk or **ELEVATED** risk.

This risk assessment is simply intended to help the event planner comply with City of Saskatoon Organized Event Emergency Planning Policy No. C11-002.

**Note:** Event applications are not denied based on the risk classification.

	YES	NO	UNSURE
1. Has this event happened in the past?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is this event to support an ongoing charity or charitable fundraising effort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will alcohol be served at your event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will food be served at your event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If your event has been held in previous years:			
a) Has there been a history of medical emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Has there been a history of arrests or criminal activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Has parking and/or traffic congestion been a concern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Has mass transit been used to move the public to and from the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Will your event be of high interest to the media?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Will your event feature display fireworks/pyrotechnics/consumer fireworks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Will your event feature extreme sports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Will your event include a designated spectator/viewing area(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is there more than one agency or group involved in your event (private security, volunteer groups, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will your event continue after midnight on any given day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is your venue specifically designed for hosting public events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will your event take place inside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. What are the daily hours your event is open to the public?	_____		
15. How many total hours will your event remain open to the public?	_____		
16. How many people per day do you anticipate will attend your venue?	_____		

## PART F: APPLICATION CHECK LIST

In order to submit the Special Event Application Form, please ensure the following has been completed:

**Note: Incomplete applications will not be reviewed.**

- Read and understood all information outlined in the Special Event and/or Sport Field Information Guide.
- Read and understood all information outlined in the Special Event Environmental Sustainability Recommendations document.
- Included a Detailed Site Map (required to submit using **City Park Maps** at [www.saskatoon.ca/parklocations](http://www.saskatoon.ca/parklocations)).
- Included a Detailed Route Map (required to submit using **Google Maps**).
- Included a Certificate of Insurance (must be supplied 30 days prior to the event, if applicable).
- Completed the Special Event Application Form in full.

Please submit completed application to [specialevents@saskatoon.ca](mailto:specialevents@saskatoon.ca).

<b>PART G: DECLARATION</b>			
I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.			
<b>Signature:</b>		<b>Date:</b>	
<b>Printed Name:</b>			