



OUTDOOR SPECIAL EVENT INFORMATION GUIDE

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Outdoor Special Event Information Guide

Introduction

Saskatoon has over 500 outdoor special events annually that greatly contribute to the quality of life for citizens. This information guide will assist with planning and applying to host an outdoor special event on City of Saskatoon (City) property. The guide includes contact information and answers to frequently asked questions. The information in this guide will help ensure that the event is safe and successful.

What is an Outdoor Special Event?

For the purpose of this guide, an outdoor special event:

- is an activity, event, or program located in a city-owned park space, pathway, or roadway with the primary purpose of supporting community culture and/or recreation;
- has a greater impact on the park, pathway, or roadway and neighbouring communities than casual or intended use; and
- must be of a limited time-period, occurring over a set period of time.

Application Process

Outdoor Special Event Application Form

The first step to hosting a special event in a City-owned park space, pathway, or roadway is to submit an online Outdoor Special Event Application Form along with all required documents.

The deadline for applications is January 1 of the year the event is occurring. Applications received past the deadline will be considered in the order received, pending venue availability, and must be received as per the submission timeline below.

NOTE: Incomplete applications will not be reviewed (the applicant will be notified). Applications received with less than the indicated number of days in the Submission Timeline on page 5 may not be approved.

Special Event Application Fee

The Special Event Application Fee is based on a tiered system:

Special Event Application Fees (non-refundable)			Submission Timeline
Level 1	Attendance of less than 500. Does not require civic services.	\$ 35.00 + GST	Submit 30 days prior to event date
Level 2	a) Requires civic services and/or b) Requires Multiple dates with multiple locations.	\$ 70.00 + GST	Submit 60 days prior to event date
Level 3	Attendance greater than 3,000, requires civic services, administrative conditions, and additional permits.	\$140.00 +GST	Submit 90 days prior to event date

NOTE: Once event organizers have received the contract approving their application, payment of the application fee and a copy of the signed contract must be received by the Outdoor Special Events Office within 10 business days.

Submission Timelines

Requests that do not adhere to the following timelines may not be approved:

Requirement	Number of Days Prior to the Event	Information Guide Page Reference
Outdoor Special Event Application Form	Depending on event level (30-90 days)	5
Transport Canada River Use Permit Vessel Operation Restriction Regulation	90	17
Noise Bylaw Extension Requests	60	15 and 16
Fireworks Permit	30	13
Certificate of Insurance	30	7
Community Notification	14	10 and 16
Copy of Special Occasions Permit to Saskatoon Police Service (Police) Special Events Coordinator	14	11
Copy of Transport Canada River Use Permit to Police Special Events Coordinator and Emergency Management Organization (Emergency Management) Coordinator	14	18
Motor Vehicle in Parks Permit Request	14	14

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Inspections and Permits

Event organizers are responsible for complying with all laws and regulations. The Special Event Interdepartmental Committee will work with the event organizer to determine which inspections and permits are required for the event.

NOTE: Many departments and regulators require 30 to 90 days to review applications before they can provide approvals or schedule inspections.

Event organizers are responsible for charges and fees related to obtaining the necessary permits.

The following inspections and permits may be required for the event:

- Site Inspection;
- Bylaw No. 8244, Noise Bylaw, 2003 extension;
- Fireworks Permit;
- Food and Beverage Permit;
- Motor Vehicle in Parks Permit;
- Permit to Burn;
- Transport Canada River Use Permit ;
- Special Occasions Permit from Saskatchewan Liquor and Gaming Authority (SLGA); and

Utility and Irrigation Line Locate Request(s). Event organizers can access inspection contact numbers and permit applications at: [Special Event Forms and Permits](#)

Special Event Interdepartmental Committee

The Special Event Interdepartmental Committee reviews events as part of the Special Event Application process, and consists of representatives from 12 different departments and/or sections, including Transportation, Facilities Management, Parks, Parking Services of Community Standards, Transit, Saskatoon Police Service, Saskatoon Fire Department, Emergency Management Organization, Sustainability, River Landing of Planning and Development, Corporate Risk and Recreation and Community Development.

An administrative, technical, and operational review is conducted prior to the approval of special event applications. The Committee is responsible for placing any administrative conditions on events.

Depending on the size, scope and history of the special event, applicants may be requested to meet with the Committee to provide additional information or clarification regarding the application. The event organizer will be contacted if a meeting is required.

Event Organizer Responsibilities

Insurance

The requirements for insurance are as follows:

1. The minimum requirement for events with less than 500 attendees is general liability insurance of \$2 million. The minimum requirement for events with over 500 attendees is general liability insurance of \$5 million. The City reserves the right to request additional liability insurance.
2. Liability insurance must name the City of Saskatoon as an additional insured.
3. If the event is serving or selling alcohol, the minimum requirement for general liability insurance is \$5 million, with host liquor endorsement. The City reserves the right to request additional general liability insurance (see the Alcohol Sales and Service section for more information).
4. Parades and marches do not require liability insurance.

Pre-Event Site Visit

A pre-event site meeting may be required prior to the special event. The City's Outdoor Special Event Programmer will be in contact with the event organizer to set up an on-site meeting. The on-site meeting will occur at least seven days prior to the event and will allow for review of vehicle access, the site map and amenities.

Site Cleanliness

Removal of all litter, including paper and all event trash bags, is required. Event organizers are responsible for the management of all garbage associated with the event and must have their event site cleaned up following the completion of the event within:

1. 12 hours; or
2. by 8 a.m. following take-down, whichever comes first.

If additional time is required to clean-up, the request must be communicated to the Open Space Consultant.

NOTE: If further clean-up of the event site is required by park staff, the event organizer may be charged for this service.

Any cleanup due to spillage or dumping (e.g. portable washrooms or cooking oil) will require environmental cleanup at the event organizer's expense.

The City has special event waste containers (1135 Litre, 360 Litre and 240 Litre) and Organics bins (360 Litre) available to event organizers that meet eligibility as per Council

Policy No. 003-026, Provision of Civic Services for Outdoor Events. These can be requested for the event on the Special Event Application Form.

The 1135 Litre waste containers are not permitted within the park and must be left where delivered for accessible pick-up once the event is complete. Smaller containers may be wheeled into the park for use during the event. All waste must be bagged and placed into the larger containers. All containers must be returned to the delivered location, lids facing the roadway, spaced four feet apart and away from all obstacles. Event organizers will be responsible for costs associated with additional waste pick-up call outs.

For sizing and more information see the [Waste & Organics Container Information](#) document.

Special Event Venues

Civic Square

To book Civic Square (in front of City Hall) for an event, please fill out the application located at www.saskatoon.ca/civicsquare.

Fire Vessel in River Landing

The Fire Vessel can be booked to enhance special events. It has a natural gas flame that is available for use all year. The Fire Vessel is located beside the River Landing Spray Park, in close proximity to public washrooms. Please note:

1. The Fire Vessel is not to be used for cooking food, but rather to provide warmth and a special ambiance.
2. Due to the use of natural gas, a Commissionaire will be hired, at the expense of the event organizer, to unlock, ignite and properly monitor the flame. Arrangements can be made through the application or Outdoor Special Event Programmer (306-986-3079).

Parks

The City has over 280 parks and green spaces available for public use. The conditions for special event use in parks and green spaces are as follows:

1. A refundable damage deposit may be required from the applicant prior to receiving permission for use of a park. The amount of the damage deposit shall be at the discretion of the City.
2. Any damage to the park is the responsibility of the event organizer, who will be required to pay for repair. Notification and billing of total cost of repairs may not occur for up to four months after completion of the event.
3. The City shall approve the use of a park, other than a neighbourhood park, according to the following priorities:
 - a. First priority will be given to the City's contractual obligations with respect

- to the use of the park.
 - b. Second priority will be given to one-time events that are provincial, national, or international in scope.
 - c. Third priority will be given to annual, seasonal-use bookings – first right of refusal will apply.
- 4. The City shall approve use of a neighbourhood park according to the following priorities:
 - a. First consideration will be given to events offered by community associations within the neighbourhood.
 - b. Second consideration will be given to events sponsored by youth sport organizations for children under 14 years of age.
- 5. Although park space may be booked for event use, this does not grant exclusive use of the park space.

NOTE: All parks require a 14-day rest period between major events, unless otherwise approved.

Pathways

Pathways, including the Meewasin Trail, are permitted to be used for special events; however:

- 1. public access to pathways and access points to parks must be maintained at all times; and
- 2. no spray paint is to be used on the trails or paths. If race markers are required, use sidewalk chalk or small signs. Any markings need to be removed within 48 hours after the event is over.

Permanent Outdoor Festival Site Headquarters Building

The Permanent Outdoor Festival Site Headquarters Building is located at 415 Spadina Cr E. This is an ancillary space that can be rented for nearby events to use as a volunteer headquarters, event organizational hub, etc. Tables and chairs are supplied but must remain inside the building at all times. Washrooms are located on the outside of the building. Two washrooms are unlocked daily. Additional washrooms will be unlocked upon request.

A daily rental fee of \$100 will apply. A refundable damage deposit of \$100 per rental and a refundable key deposit of \$25 per key are required. Keys can be picked up at Cosmo Civic Centre from the Special Events office.

Picnic Shelters

There are two picnic shelters available to book for special events:

- 1. **Kinsmen Park**
 - a. The Kinsmen Park Picnic Shelter is available for use from May 1 to September 15, and is booked using the Special Event Application Form.
 - b. A refundable damage deposit of \$50 is required to use the facility.

- c. The event organizer must pick up the key from Lawson Civic Centre (225 Primrose Drive). A refundable key deposit of \$10 is required.
- d. The event organizer is responsible for cleaning the shelter after use. If the shelter is left in an undesirable state, the damage deposit will not be refunded.
- e. It is up to the event organizer to provide garbage bags and remove used bags from the shelter.
- f. Booking the Kinsmen Park Picnic Shelter does not include booking of the surrounding areas (Kinsmen Park or Nutrien Playland). Contact the Allocations Office (306-975-2951) to book additional spaces.

2. **Saskatoon Forestry Farm Park and Zoo**

- a. To book the Saskatoon Forestry Farm Park and Zoo picnic shelter, call 306-975-3382.

Picnic tables are situated throughout City parks. Additional picnic tables for park bookings are not available.

River Landing

River Landing encompasses 36 acres of riverfront parks and trails, as well as public and private developments. Event organizers must be aware of the conditions to use the space in order to reduce damage and keep the site beautiful for all users:

- 1. Spray paint or spray chalk **are not** to be used on the roads, trail, or paths. If race markers are required, use sidewalk chalk or small signs. Any markings need to be removed immediately after the event is over.
- 2. Tents can only be secured using concrete blocks or weights. Stakes into the grass or cobblestones/concrete are not permitted.
- 3. There are weight restrictions on the two pedestrian bridges, and medium to heavy service vehicles are not allowed. Please contact the Open Space Consultant if vehicular access is required.
- 4. Vehicles are not permitted on any of the wooden lookouts for any reason as the lookouts are not designed to hold vehicle weights.
- 5. Any vehicle oils or food grease from vendors or food trucks must be cleaned off the street after an event.
- 6. All event items, debris, garbage etc. are to be removed after the event, and any damage incurred must be reported to the Open Space Consultant.

Roadways

Roadways are home to many walks, runs, cycling races, and festivals. Event organizers who wish to have a road closed for a special event, or to support the event, must provide detailed information on the Special Event Application Form.

If road closures impact area residents or commercial businesses, it is the responsibility of the event organizer to notify those residents or businesses with an approved template. Depending on the type of special event, event organizers may be required to hire Special Duty Police Officers to help manage traffic flow. Parking is NOT permitted in areas where the road is fully closed.

Event Logistics

Alcohol Sales and Service

Special Occasion Permits must be approved through the Saskatchewan Liquor and Gaming Authority (SLGA) Head Office. It is important that the event organizer apply for the permit well in advance of the event to ensure there is adequate processing time. Applications for any type of Special Occasion Permit should be submitted at least ten days in advance of the event.

NOTE:

1. Special Occasion Permits, sale, non-sale and cost recovery, are required for anyone selling alcohol or serving alcohol at a special event (such as a tournament, wedding, cabaret, or fundraiser) that is held in a public location.
2. Special Occasion Permits can be purchased online at <https://www.slga.com>. All permits, including those for large-scale events and certain other permits must be approved through the SLGA's Head Office.
3. SLGA strongly encourages organizers who are planning higher-impact events, such as cabarets or large open-air festivals, contact Head Office well in advance of the event as additional requirements may apply to those applications. Each event is evaluated on its own merit to determine what types of controls may be appropriate.

Special Occasion Permit Application Requirements

When serving alcohol on municipal property, event organizers must fulfill the following requirements prior to the event:

1. City Municipal Approval
 - a. Written municipal approval must be obtained from the City Clerk's Office. SLGA cannot provide a Special Occasion Permit without the City's municipal approval.
 - b. Fill out the [Request for Municipal Approval for Special Occasion Liquor Permit](#) and submit via email to city.clerks@saskatoon.ca

NOTE: All permits must be submitted to the Police Service Special Events Coordinator at special.events@police.saskatoon.sk.ca at least 7 days prior to the event.

Security

Security plans for the event may be required. The type of security and the number of security personnel required will depend on the size of the proposed permitted area and the type of event. For more information on the security requirements please visit <https://www.slga.com>

Animal Activities

Animal activities are permitted within parks with City approval. Animal activities can include, but are not limited to:

1. petting zoos;
2. pony rides; and
3. sleigh rides;

Petting zoos and pony rides lasting longer than one day must use wood chips or relocate to another area of the park to prevent turf damage. All litter and animal feces must be removed immediately after the event.

Conditions for sleigh rides are as follows:

1. Sleigh rides (wagons with runners) require three to five inches of snow in all parks. If there is not enough snow and the ground is dry, use a wagon with wheels only. Rides should be kept to any trails marked in the park (e.g. pathways).
2. Sleigh ride trails must have marshals throughout to ensure park user safety.
3. All litter and animal feces must be removed immediately after the event.
4. Any damages that occur to the site as a result of the event will be charged to the group.
5. All weather conditions, as specified above, on the day of your event must be met.

Barbeques

Propane barbeques are allowed in the City's parks with an Outdoor Special Event permit.

Permanent outdoor barbeque pit areas within parks are available on a first-come, first-served basis. Users are required to supply their own firewood and are responsible for safe fire practices and cleanup. Refer to related documents at www.saskatoon.ca/parklocations to view a list of parks that have a permanent outdoor barbeque pit areas.

NOTE: A Permit to Burn is not required when using an outdoor barbeque pit located in a park or a propane barbeque.

Electricity

Electrical outlets can be booked for special events and are available in varying quantities throughout the City. Electricity is free to use under the following conditions:

1. If the circuit is overloaded and the breaker trips outside of normal working hours (Mon-Fri from 7 a.m. to 4 p.m.), a charge of \$200 will be applied. This charge covers the cost of City staff being called in to investigate the cause of the overload and to reset the breaker. This charge is applied for each occurrence so it is expedient to resolve the overload problem(s) while City staff is on site.
2. Using a portable generator is recommended if power is crucial for the success of an event, especially in the case of event safety for the use of inflatables. Even if

City staff are called to resolve a power issue, they may be unable to respond to the event's lack of power immediately. There may be other emergencies they must attend to before the situation can be addressed. Event organizers may be waiting for hours in the worst-case scenario.

Environmental Sustainability Recommendations

Public events may have negative impacts to the environment such as the consumption of large quantities of energy and water, as well as generating waste. When planning an event, please refer to the Environmental Sustainability Recommendations document for consideration to reduce the events' environmental impact.

For additional resources, the City's Environmental Advisory Council's Green Events Guide is available under Related Documents at www.saskatoon.ca/specialevents.

Fire Pits

A Permit to Burn is required through the Community Risk Reduction Division of the Saskatoon Fire Department when bringing a fire pit onto City property. The Permit to Burn application form is available at [Special Event Forms and Permits](#). A photograph of the fire pit must be submitted with the completed application form and requires SFD approval prior to the event. * Please submit the completed application at least 14 days prior to the event taking place.

All open-air fires must adhere to Bylaw No. 7990, Fire and Protective Services Bylaw, 2001.

NOTE: No other fire apparatus is allowed in parks

Fireworks

Fireworks are permitted on civic property with a Fireworks Permit. A low hazard (consumer) fireworks event application form is available at: [Special Event Forms and Permits](#) and requires all documentation completed, presented and approved by SFD prior to the event. * Please submit the completed application at least 14 days prior to the event taking place.

For safe handling and use of consumer low hazard fireworks persons should review:

https://www.saskatoon.ca/sites/default/files/documents/fire-department/low_hazard_consumer_fireworks_safety_instructions.pdf

Fireworks are permitted on **private property** without a fireworks permit only during the following:

1. from dusk to 11:00 p.m. on **Victoria Day, Canada Day, Labour Day and the third day of the annual five-day Diwali Festival**;
2. from dusk **New Year's Eve** to 12:15 a.m. New Year's Day.

3. From dusk Chinese New Year's Eve to 12:15 a.m. Chinese New Year Day

Food and Beverage

If event organizers wish to provide a food and beverage service at a special event, a Temporary Food Permit is required by the Saskatchewan Health Authority. This excludes hamburgers, hot dogs/smokies, and pre-packaged food sales for:

1. community associations;
2. service clubs;
3. multicultural associations;
4. churches;
5. sports teams;
6. recreation clubs; and
7. outdoor special events.

For more information on whether a Temporary Food Service Permit is required for the event, please contact the Saskatchewan Health Authority (306-655-4605) or visit the website at <https://www.saskhealthauthority.ca/your-health/conditions-illnesses-services-wellness/all-z/food-safety/temporary-food-events>

Food Trucks

Food trucks operating at special events **must hold** a City of [Saskatoon Mobile Food Truck License](#). Food trucks that have not obtained this license are not permitted to operate at special events and may be fined. Information on Mobile Food Truck Licenses can be found at <https://www.saskatoon.ca/business-development/business-licenses/business-license-online>.

Food trucks permitted at special events are responsible for immediately removing any garbage and oil/grease spills that occur as a result of operations. Event organizers are responsible to ensure this occurs.

Food trucks must maintain a distance of 150 metres from the boundary of any community or special event open to the public, unless prior written permission from the event organizer has been obtained and a designated vending location, identified on an event site plan, has been approved by the City. Approval letters from event organizers must be posted in the vehicle window beside the On-Street Food Truck License.

NOTE: Food trucks are not permitted to operate within a park as part of a special event unless they have received approval for an appropriate location from the City.

Motor Vehicles in Parks

The following guidelines apply to golf carts, gators and all regular vehicles:

1. Event organizers are responsible for applying for a permit (\$35 fee) 14 days in advance of the event by completing a Motor Vehicle in Park Application Form found at [Special Event Forms and Permits](#).
2. The type and size of all applicable vehicles must be included on the application form and submitted to vehiclesinparks@saskatoon.ca in order to receive a permit.

- Make and model of vehicle(s) should be provided if known.
3. All golf carts, gators and vehicles are required to have a permit.
 4. Vehicle operators must clearly display the permit.
 5. Pedestrians have the right-of-way everywhere.
 6. Drivers should make use of hard surfaces within the park and grass should be driven on as little as possible. Any restoration work due to turf rutting or damage to irrigation systems will be charged to the event.
 7. During set up and take down of an event, permitted vehicles are to be used for loading and unloading only and are not to be parked on site.
 8. During the event, on-site moving vehicles are limited to sanitation vehicles, emergency vehicles and shuttle vehicles under the direct supervision of the event organizer.
 9. Unattended vehicles that are on site during the event are subject to ticketing and towing.
 10. In wet conditions, all vehicles may be prohibited from driving on the grass. This includes delivery vehicles for stages, inflatables, tents etc.
 11. Additional direction provided by City staff is to be followed.

NOTE: Vehicles found driving or parking in parks without a permit will be ticketed.

Noise Guidelines and Bylaw

Event organizers are responsible for monitoring and controlling noise resulting from the event. The following guidelines are intended to assist event organizers in ensuring the noise from the event does not intrude unreasonably on the public living in the area:

1. Event organizers shall designate a responsible individual who is available by phone on a 24-hour basis and who has the authority to respond appropriately to complaints regarding the event. The contact name, phone number, event name, dates, times and location provided will be posted on a webpage which any member of the public can view. This information must be provided to the City at least three weeks prior to the event.
2. At least 14 days prior to the event, organizers will contact the community association and any business or resident within a two-block (150m) radius with the details of the event, including the dates, times, and location of the event. The event organizer should inquire as to whether the association wishes an event representative to attend one of their regular business meetings to discuss any event issues that may affect residents. For community association contact information call 306-975-3378.
3. If amplification equipment is used, noise levels should not exceed 105 decibels, measured 100 feet (30 m) from in front of the stage or location of the speaker system. A balanced range of sound to minimize base tones is required. Speaker systems are to be positioned in a manner that tilts them downward into the crowd attending the event, versus projecting over the crowd and into park property. The onus is on the event organizer to monitor the sound level.
4. The event program should be scheduled to allow for times when there is no amplified sound (minimum 15-minute breaks). This will assist in alleviating complaints about incessant repetitive noise.

Outdoor Events on Civic Property

Outdoor events occurring on civic property will have a Noise Bylaw Extension Request submitted by Administration (see Special Event Application Form). Events with a previous three-year history with no concerns and events occurring in the morning will be approved by Administration. Events that do not meet this criteria will have their request forwarded to City Council for approval.

Outdoor Events on Private Property

Outdoor events on private property that occur outside the Noise Bylaw hours require the event organizer to submit a Private Property Outdoor Public Event Noise Bylaw Extension Request web form found at [Special Event Forms and Permits](#) at least 60 days prior to the event.

Noise Bylaw hours are:

- Monday to Thursday from 11:00 a.m. to 9:00 p.m.;
- Friday and Saturday from 11:00 a.m. to 10:00 p.m.; and
- Sunday and Statutory Holidays from 1:00 p.m. to 6:00 p.m.

NOTE: Events that do not allow public access, whether by way of tickets or free access, are not eligible to receive a noise bylaw extension.

Event organizers may be required to submit a Noise Mitigation plan, describing the measures taken to reduce the impact of noise within the neighbourhoods surrounding the special event. A Noise Mitigation Template will be supplied to events requiring this be submitted.

Noise In Riverbank parks

Outdoor Special Events occurring in Riverbank Parks including but not limited to; River Landing, Nutana Kiwanis, Rotary Park, and Friendship Park will be subject to additional Noise guidelines.

1. All riverbank park events requesting to have amplified sound will be required to provide an Amplified Sound Notification form to any business or resident within a 2-block radius with the details of the event including the date, time, and location of the event at least 14 days before the event. Event organizers will make their best effort to notify all residents as there has been some challenges in contacting property managers of multi-family dwellings. The Amplified sound and Noise Bylaw Extension notification release form will be returned to the City at least 10 days prior to event.
2. Events requiring a Noise Bylaw Extension or amplified sound in Riverbank Parks will be required to designate a responsible individual who is available by phone and email on a 24-hour basis and who has the authority to respond appropriately

to complaints regarding the events. The contact's name, phone number event name, dates, times, and location will be posted on a webpage which any member of the public can view. This information must be provided to the City at least three weeks prior to the event.

3. Depending on the size or type of event, event organizers may be required to submit a Noise Mitigation Plan describing the measures taken to reduce the impact of noise within the neighbourhoods surrounding the special event. Noise Mitigation Plan will include event details, sound reduction measures, sound equipment being used including location and positions/orientations of equipment.

Parking

Parking facilities vary depending on venue. All vehicles are required to follow posted parking restrictions, including maximum on-street parking time limits. Any vehicle parked illegally is subject to ticketing and towing. Vehicles are not permitted to park on turf.

Vehicles are not permitted to park within a road closure as per Bylaw No. 7200, Traffic Bylaw, 1991. Loading and unloading vehicles may be permitted. Any unattended vehicle within a road closure is subject to ticketing and towing.

If an event requires metered parking spaces to be reserved, the charge is \$18 per space, per 24 hours. Metered parking spaces within a road closure will be discussed on a per-event basis. A \$75 administrative fee will apply. Event organizers will be invoiced after the event based on the number of spots used. To book parking spaces outside the road closure, call 306-975-2548.

Event organizers may be required to submit a written description of measures taken to reduce the impact of traffic and parking within the neighbourhoods surrounding the special event.

River Use

Special events requiring use of the South Saskatchewan River must abide by the following:

1. When considering an event on the river, the organizer must contact Transport Canada's Office of Boating, who will advise the event organizer if a Vessel Operation Restriction Regulation Permit and/or a Navigation Protection review of the event/activity, is required.
2. Vessel restrictions are in place on the South Saskatchewan River, as well as within the City, to help ensure the safety of vessels on the water.
3. If the event will include a sporting, recreational, or public activity, or any other activity where vessels will operate contrary to the vessel restrictions, the event organizer must contact Transport Canada's Office of Boating Safety for information on required permits (<http://www.tc.gc.ca/eng/marinesafety/debs-obs-contactus-menu-2982.htm>).

4. If the event or activity includes placing buoys, docks, or other event-related in-stream works in the South Saskatchewan River, or if the event will be stopping or diverting boat traffic, the Navigation Protection Program must also be contacted (<http://www.tc.gc.ca/eng/programs-631.html>).
5. Transport Canada must be contacted 90 days in advance of the event date(s).
6. All required permits must be submitted to the Police Special Events Coordinator at special.events@police.saskatoon.sk.ca and to the Saskatoon Fire Department Emergency Measures Coordinator at emo.eoc@saskatoon.ca, a minimum of seven days prior to the event.

Stages

The City has two stages available for use. Rental, delivery and set-up/take-down fees apply.

Stages available:

- Community Stage (36 feet x 16 feet); and
- Show Mobile Stage (32 feet x 16 feet).

Event organizers are responsible for arranging pre-event site meetings with the Facilities and Fleet Management and Parks Departments to discuss stage placement.

When renting the stage, public announcement systems (audio equipment) are available at no additional charge from the City.

For use of the stage and/or public announcement system for the event, indicate so on the Special Event Application Form.

NOTE: Wet conditions may prohibit stages from being delivered in a park.

Tents and Temporary Structures

Event organizers may use tents and other temporary structures as part of the special event. Please note that all tents or other structures requiring in-ground stakes must have locations cleared by three separate entities as outlined below:

1. Sask1st Call must be contacted at least three full working days prior to the event: 1-866-828-4888 or www.sask1stcall.com
2. City's Utilities and Environment must be contacted at least seven business days prior to the event:
[Locating Underground Utilities | Saskatoon.ca](#)
3. Parks Irrigation: must be contacted at least 7 business days prior to the event
parksirrigationlocates@saskatoon.ca
[Locating Underground Utilities | Saskatoon.ca](#)

NOTE: All requests must include a detailed site map, indicating the location of tents or temporary structures (including inflatables).

4. All tents and air-supported structures, including pop-ups, shall be certified to NFPA 701 for flame-resistant textiles.
5. Smoking and open flame devices are not permitted in a tent or air-supported structure while it is occupied by the public.
6. Cooking may be allowed under a canopy (a tent with no walls or maximum one wall).
7. Propane tanks shall not be placed inside any structures.
8. A portable fire extinguisher of minimum size 2:A10-B:C shall be readily available in the event of a fire.
9. Tents are to be properly secured for safety, using weights and/or staking.
10. Cables on the ground in areas used by the public in tents and air-supported structures shall be trenched or protected by covers to prevent damage from public.
11. Tents and air-supported structures shall be a minimum of 3 m from other structures.

For more information on tents and air-supported structures, review the Fire Prevention and Inspection Division's Bulletin 12-11: Special Event Temporary Facilities, Concessions and Rides at:

https://www.saskatoon.ca/sites/default/files/documents/community-services/recreation-sport/open-space/bulletin12-11-special_event_temporary_facilities_concessions_and_rides.pdf

or contact the Saskatoon Fire Department - Fire Prevention and Investigation Division (306-975-2578).

Washrooms

Portable washrooms are recommended for special events located at venues without washroom facilities. Portable washrooms are mandatory if the event involves liquor.

Sites for portable washrooms are to be approved by Parks Division staff and placed on a hard surface (i.e. parking lot, road edge) whenever possible.

Portable washrooms left on site overnight must be accompanied by security. Should a portable washroom become overturned, environmental cleanup is required by the event organizer. Portable washrooms must be removed from site within 24 hours of the end of the special event.

Seasonal and year-round washrooms are available from 8:00 a.m. to 10:00 p.m. from May long weekend to the September long weekend. After the September long weekend until the Thursday before the May long weekend, the year-round washrooms are open from 10:00 a.m. to 8:00 p.m.

Seasonal washrooms are located at:

1. Al Anderson East
2. Diefenbaker Park
3. Glen Penner Park
4. Kinsmen Park

5. Nutana Kiwanis Park
6. W. A. Reid Park
7. Riversdale Kiwanis Park
8. Rotary Park
9. Umea Vast Park.

Year-Round washrooms are located at:

1. Gabriel Dumont Park
2. Kiwanis Memorial Park North
3. Meewasin North Pavilion
4. Permanent Outdoor Festival Site Headquarters
5. River Landing Pavilion
6. Shakespeare on the Saskatchewan (Mendel Park)
7. Victoria Park Boat House (open from 8 a.m. to 6 p.m)

Emergency Services

Special Event Policing

The Police evaluate an event with the primary objective of public safety. Upon application, the Police may provide the services of a uniformed police officer for special events. This may be done at a cost to the applicant or at the expense of the Police. Duties related to special events include but are not limited to:

1. parades;
2. roadway events;
3. festivals;
4. civic celebrations;
5. major concerts or sporting events;
6. filming;
7. trade shows;
8. traffic control;
9. oversized/weight load escorts; and
10. security and crowd management.

Special event policing requests are applicable to private and public events, as well as charitable events and events held in City facilities and parks, private locations, sidewalks, pathways and roadways.

The Police become involved in an event in two ways – special duty or on duty.

Special Duty

The Police may provide the services of two or more uniformed police officer(s) for special events at a cost to the applicant. Special duty officers may be required based on the following factors: anticipated attendance, location and length of event (one or

multiple days), history of the event (incidents in the past), alcohol service, other events occurring in the city during the same time, and on duty policing resources that may be impacted.

The Special duty officer requirement decisions are made by the Special Events Police Liaison in consultation with the Staff Sergeant of the Specialized Uniform Operations Division. The Coordinator will review the event and the above factors and will determine how many officers are required to maintain public safety.

Event organizers must consider public safety in the pre-planning stages of their event and anticipate the possibility of policing and/or security costs.

On Duty

Whenever possible, the Police will provide on-duty resources for community-activism type events such as demonstrations or events to raise awareness of a public nature (e.g. parades, walks, runs, etc.). However, if the Police determine there are insufficient on-duty resources available during the event, the organizers will be required to hire special duty officers at their expense. The number of officers will vary and is dependent upon the number of duty officers available.

The decision regarding what is the most appropriate delegation of police resources and how many police officers may be required is guided by public and officer safety. This includes the circumstances surrounding the event, the number of people expected, the history of the event, whether alcohol is a factor and the policies and procedures of the Police.

Emergency Response Plan

Upon review of the application, event organizers may be contacted to develop an Emergency Response Plan with Emergency Management. This can be obtained by contacting the Open Space Consultant at 306-986-3094 and must be submitted to the Emergency Management Liaison for review at least three weeks prior to the event.

Provision of Civic Services

Purpose: To facilitate those activities of organizations which are of general benefit and serve to enhance the quality of life for Saskatoon residents through the provision of civic services at no charge or at a charge for those that do not qualify.

Outdoor Event: means an organized gathering for the primary purpose of supporting community, culture, and/or recreation. The event must be of a limited time period, occurring over a set period of time, and must be available for the general public to attend.

Policy

Organizations may, subject to the Special Event Interdepartmental Committee approval, receive civic services provided these services do not conflict with normal service delivery and programming of the City. Each application will be treated on its own merit.

3.1 General Eligibility Criteria

To be eligible for Civic Services, the event must:

1. meet the definition of an Outdoor Special Event, as defined by this policy;
2. must demonstrate a need for the service, based on programming and/or safety, as determined by the Special Event Interdepartmental Committee for:
 - a. Road closures
 - b. Street cleaning
 - c. Garbage collection, based on:
3. the estimated attendance; and
4. the food services provided at the event.
5. If the request for Civic Services is above what the policy prescribes, event organizers would be responsible for the full cost of those services.

3.2 Events and Services Not Covered Under This Policy

1. Demonstrations, rallies, and protests.
2. Fees for additional permits, including but not limited to fees for stages, park clean up, and/or insurance; and
3. Emergency Services, including Saskatoon Fire Department, Police and Emergency Measures Organization.

Appendices

APPENDIX A: CONTACT LIST

For special event inquiries, including information on park availability, application inquiries and status of permits, contact the Outdoor Special Event Programmer:

- 306-986-3079; or
- specialevents@saskatoon.ca

Civic Square Bookings	306-975-3207
City of Saskatoon Customer Service Line (24 hours)	306-975-2476
City of Saskatoon Open Space Consultant	306-986-3094
City of Saskatoon Outdoor Special Events Programmer	306-986-3079
Community Association Liaison	306-975-3378
Fire Department Prevention and Inspection Division	306-975-2578
Forestry Farm Bookings	306-975-3382
Parking Services – Reserved Spaces	306-975-2548
Parking Services - Enforcement	306-975-8344
Parks Administration Building	306-975-3300
SLGA Client Services	1-800-667-7565
Saskatchewan Health Authority Food and Beverage	306-655-4605
Transport Canada Boating Safety	1-888-463-0521
Transport Canada Navigation Protection	1-780-495-8215

APPENDIX B: FEE STRUCTURE

The following fees and deposits may be applicable to the event (**NOTE:** GST may apply):

Application Fee:		
Level 1		\$ 35.00
Level 2		\$ 70.00
Level 3		\$ 140.00
Fire Vessel	3 Hour Booking	\$ 75.00
	Additional per hour	\$ 25.00
Motorized Vehicle in Park Permit		\$ 35.00
Parking Reservation per space, per day		\$ 18.00
+ Administrative fee		\$ 75.00
Permanent Outdoor Festival Site Headquarters Building	Daily Rental Fee	\$ 100.00
	Damage Deposit	\$ 100.00
	Key Deposit/key	\$ 25.00
Kinsmen Park Picnic Shelter Damage Deposit		\$ 50.00
Kinsmen Park Picnic Shelter Key Deposit		\$ 10.00
Stage Rental – Community Stage set-up/take down fee		\$2,875.00
+ daily rental fee		\$ 135.00
Stage Rental – Show Mobile set-up/take-down fee		\$2,800.00
+ daily rental fee		\$ 135.00
Stage Delivery Fee		\$ 600.00