

Special Event Application Form

Complete the following checklist of requirements prior to the completion of the Special Event Application Form.
Application must be legible and completed digitally or in pen.

By checking each box, I understand that:

- Event organizers are required to read and understand the Special Event Information Guide (or Sport Field 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 have a letter of invitation from event organizers visibly posted.
- A non-refundable application fee will apply to all special event applications and must be paid within 10 days of receiving the contract.
- Insurance is required for all events with the exception of demonstrations, parades, and marches.
- Damage deposits may be required.
- Final approval of the event will not be provided until all required documents (i.e. signed contract, liability insurance, site map, and applicable charges) have been submitted. Failure to do so may result in the contract being cancelled.
- A submission of this application is a request to use park space and does not guarantee approval or permit.

PART A: CONTACT INFORMATION (Please ensure information is legible for contact purposes.)

Event Name:			
Event Website:			
Hosting Organization:		Non-Profit No.:	
Mailing Address: <i>(include City, Province, and Postal Code)</i>			
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:	

FOR OFFICE USE ONLY

Date Received:		Application Classification:	
Contract Number:		Total Amount Owed:	
Date Liability Insurance Received:		Date Payment Received:	

PART B: EVENT DETAILS
1. Brief Event Description: *(Attach additional sheet if necessary)*
2. Event Date and Attendance:

	Date(s)	Time(s)	Anticipated Attendance
Set Up:		AM/PM	
Event:		AM/PM	
Take Down:		AM/PM	

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

<input type="checkbox"/> Chinese Ting (Victoria Park)	<input type="checkbox"/> River Landing I Fire Vessel <input type="checkbox"/> Lit <input type="checkbox"/> Unlit	<input type="checkbox"/> Other Location(s) <i>(please specify):</i> _____
<input type="checkbox"/> Diefenbaker Park	<input type="checkbox"/> River Landing II Promenade	
<input type="checkbox"/> Friendship Park	<input type="checkbox"/> Rotary Park	<input type="checkbox"/> Sport Field Tournament Location(s) <i>(please specify):</i> _____
<input type="checkbox"/> Kinsmen Park North	<input type="checkbox"/> Street/Road Only <i>(must complete Part C, 2.)</i>	
<input type="checkbox"/> Kinsmen Park Picnic Shelter	<input type="checkbox"/> Victoria Park	
<input type="checkbox"/> Kiwanis Memorial Park North	<input type="checkbox"/> Vimy Memorial Bandshell (Kiwanis Memorial Park South)	
<input type="checkbox"/> Meewasin Park North	<input type="checkbox"/> Wright Construction Riverfront Stage (River Landing II Amphitheatre)	
<input type="checkbox"/> River Landing Market Square		
<input type="checkbox"/> River Landing I Amphitheatre		

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

<input type="checkbox"/> Alcohol Sales/Service	<input type="checkbox"/> Cooking with Grease-Laden Vapors	<input type="checkbox"/> Inflatables
<input type="checkbox"/> Amplified Music	<input type="checkbox"/> Demonstration/Protest	<input type="checkbox"/> Parade
<input type="checkbox"/> Animal Activities (petting zoo, pony rides)	<input type="checkbox"/> Dignitaries In Attendance	<input type="checkbox"/> Propane BBQ
<input type="checkbox"/> Block Party	<input type="checkbox"/> Filming	<input type="checkbox"/> River Activities
<input type="checkbox"/> Boot Camp/Fitness Class	<input type="checkbox"/> Fire Pit	<input type="checkbox"/> Run/Walk/Marathon
<input type="checkbox"/> Carnival Rides	<input type="checkbox"/> Fireworks/Pyrotechnics	<input type="checkbox"/> Sleigh Rides
<input type="checkbox"/> Commercial Drone Use	<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Tent Set-Up
<input type="checkbox"/> Concession (food/beverage)	<input type="checkbox"/> Hot Air Balloon	<input type="checkbox"/> Tournament/Sporting Event

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 (Victoria Park Only)
<input type="checkbox"/> Road or Lane Closures <i>(must complete Part C, 2.)*</i>	<input type="checkbox"/> Access to Electrical Hook-Up**
<input type="checkbox"/> Parking Space Rental <i>(must complete Part C, 2.)*</i>	<input type="checkbox"/> Community Stage (36 feet x 16 feet)*
<input type="checkbox"/> Pylons (# requested _____)*	<input type="checkbox"/> Show Mobile Stage (32 feet x 16 feet)*
<input type="checkbox"/> Barricades (# requested _____)*	<input type="checkbox"/> Public Announcement System for Stage
<input type="checkbox"/> 300 gallon Garbage Containers (# requested _____)*	<input type="checkbox"/> Street Sweeping/Snow Removal*
<input type="checkbox"/> Race in Progress Sign (# requested _____)*	<input type="checkbox"/> Police Assistance*
<input type="checkbox"/> Saskatoon Fire Department	<input type="checkbox"/> Concession Access (Sport Field Specific)
<input type="checkbox"/> Emergency Measures Officer	<input type="checkbox"/> William A. Reid <input type="checkbox"/> Umea Vast
<input type="checkbox"/> Access to Water**	<input type="checkbox"/> Washroom Access (Sport Field Specific)

***Fees may apply.**

**Access to water and electricity is available in specific parks. See Special Event Information Guide for a list of parks with access.

2. Road/Lane Closure and Parking Space Rentals:
Road, Lane, and Sidewalk Closures *(attach additional sheet if necessary)*

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

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

Parking Space Rental

Note: *An \$18 fee per 24 hours for each space is applied to each metered parking spot decommissioned for an event, plus a \$30+GST administration fee. Total will be invoiced after the event.*

<u>Road</u> (street name)	<u>Side</u> (direction)	<u>From</u> (address/street)	<u>To</u> (address/street)	<u>Number of Spaces</u>
e.g. 23 rd Street East	north	3 rd Ave	4 th Ave	8

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
- Bleachers
- Emergency Vehicle Access
- Entrance/Exits *(include location, size, etc.)*
- Fencing *(include height, type, etc.)*
- Food Trucks
- Garbage Cans
- Generators
- Lighting
- Portable Toilets
- Recycling Bins
- Refrigerator Trucks
- Road Closure Requests
- Scaffolding
- Sound Systems
- Stages *(include size)*
- Tents *(include size)*
- 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
- Portable Toilets
- Police Locations
- Pathway(s) Used
- Roadway(s) Used
- Road Marshall Locations
- Staging Area(s)
- Start and Finish Location
- Turn Around Points

3. Motor Vehicle in Parks Request: Motorized vehicles are restricted in parks and on trails for special events/tournaments *(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/tournament 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.

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 Policy No. C11-002, Organized Event Emergency Planning.

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.
- Completed the Special Event Application Form in full.
- Included a Detailed Site Map (required to submit using City **Park Maps** at www.saskatoon.ca/parklocations).
- Included a Detailed Route Map (required to submit using **Google Maps**).
- Completed the Event Risk Assessment Form (Part E of Special Event Application Form).
- Included a Certificate of Insurance (if applicable).

Please submit completed application to allocations@saskatoon.ca.

PART G: DECLARATION

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

Signature:		Date:	
Printed Name:			