



City of
Saskatoon

**OUTDOOR
SPECIAL EVENT
INFORMATION GUIDE**

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Outdoor Special Event Information Guide

Introduction

Saskatoon hosts over 500 outdoor special events annually that greatly contribute to the quality of life for citizens. This information guide will assist in how to plan and apply 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;
- has a greater impact on the park, pathway, or roadway and neighbouring communities than casual or intended use; and
- the event must be of a limited time period, occurring over a set period of time.

Application Process

Special Event Application Form

The first step in hosting a special event in a City-owned park space, pathway, or roadway is to submit an 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) and applications received less than indicated number of days (depending on level) in advance of a special event 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 up to 500 people and does not require civic services.	\$ 30.00 + GST	Submit 30 days prior to event date
Level 2	Attendance up to 3,000 people and requires civic services and/or administrative conditions.	\$ 60.00 + GST	Submit 60 days prior to event date
Level 3	Attendance greater than 3,000 people and requires civic services, administrative conditions, and additional permits.	\$120.00 + GST	Submit 90 days prior to event date

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 Allocations 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)	1
Transport Canada River Use Permit - Vessel Operation Restriction Regulation (VORR)	90	15
Noise Bylaw Extension Requests	60	13 and 14
Fireworks Permit	30	12
Certificate of Insurance	30	4
Community Notification	14	7 and 13
Copy of Special Occasions Permit to Saskatoon Police Service Special Events Coordinator	14	9
Copy of Transport Canada River Use Permit (VORR) to SPS Special Events Coordinator & EMO Coordinator	14	15
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Inspections and Permits

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

Please note that 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, The Noise Bylaw (Noise Bylaw) Extension.
- Fireworks Permit;
- Food and Beverage Permit;
- Motor Vehicle in Parks Permit;
- Permit to Burn
- River Use Permit (VORR);
- Special Occasions Permit (SLGA); and
- Utility and Irrigation Line Locate Request(s).

Event organizers can locate inspection contact numbers and permit applications at: www.saskatoon.ca/special-event-forms-permits.

Special Event Interdepartmental Committee

This Special Event Interdepartmental Committee is comprised of a team of City representatives from the Parking Services Section; the Transportation, Parks, Recreation and Community Development, and Public Works Divisions; the Saskatoon Police Service (SPS); the Saskatoon Fire Department and the Emergency Management Organization (EMO). This team is designed to provide administrative and technical support on behalf of the City.

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 liability insurance is \$2 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, marches and demonstrations 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 organizer to set up an on-site meeting. The on-site meeting will occur at least 7 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. **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 garbage containers (300 gal.) available for use. These can be requested for the event on the Special Event Application Form. These garbage containers are not permitted within the park; they must be left accessible for pick up after the event.

Special Event Venues

Civic Square

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

Fire Vessel in River Landing

The Fire Vessel is an amenity that can be booked to enhance special events. It has a natural gas flame that is usable during all four seasons of the year. The fire vessel is located beside the water play feature, within close proximity to the Pavilion Building, allowing for convenient access to concessions and washrooms. However, please note the following:

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 will be made through the Allocations Office.

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 the repair. Notification and billing of the 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 the 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 Valley Authority (Meewasin) trails, are permitted to be used for special events; however:

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

Picnic Shelters

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

1. Kinsmen Park

Conditions for booking the Kinsmen Park picnic shelter are as follows:

- 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 damage deposit of \$50 is required to use the facility.
- c. The event organizer must pick up the shelter key from Lawson Civic Centre (225 Primrose Drive), and 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. Booking of the Kinsmen Park picnic shelter does not include the 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 some 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 event organizers require vehicular access.
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 via posters, flyer drops, community association newsletters, or public consultation. Please contact the Open Space Consultant to determine which communication method is required for the event.

Depending on the type of special event, event organizers may be required to hire Special Duty Police Officers to help manage traffic flow.

Event Logistics

Alcohol Sales and Service

Special Occasion Permits must be approved through the Saskatchewan Liquor and Gaming Authority's (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 Special Occasion Permits should be submitted online at SLGA.com. To ensure adequate processing time, applications for any type of special occasion permit should be submitted at least ten days in advance of the event.

NOTE: Applications received more than ten days in advance will have their fee discounted by 20%.

Please note:

1. Special Occasion Permits, both sale and non-sale, are required for anyone serving alcohol at a special event (such as a tournament, wedding, cabaret, or fundraiser) that is held in a public location.
2. Most Special Occasion Permits can be purchased at any Saskatchewan liquor store, franchise, or private store. Permits for large-scale events and certain other permits must be approved through the SLGA's Head Office.
3. SGLA strongly encourages organizers who are planning higher-impact events, such as cabarets or large open-air festivals, to 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.

Sale Permit

This type of permit is available for public or private events where the event host sets the price charged for alcohol beverage. Typically, sale permits are used for charitable fundraisers, social functions, community events, business events and private family functions.

NOTE:

1. This permit is available only to bona fide organizations. Businesses and individuals may have limited access to this type of permit. For further detail, please refer to the SGLA website.
2. Those applying for a Sale Permit for outdoor events must also submit approval from the municipality in the community where the event will be held. For obtaining City municipal approval, see the "Application Requirements for a Special Occasion Permit for Special Events" section below.
3. Sale Permit applications are available **online only**. Organizers should submit the application a minimum of ten days prior to the event.
4. Tickets for the event may be sold both in advance and at the door. Advertising is permitted, but subject to the SLGA's regulations. Contact the SLGA for more information.
5. Minors may attend the event only with the SLGA's approval and if accompanied by their parent, legal guardian, or spouse of legal age.
6. Sale Permits are valid for a maximum of 12 hours and drink prices are set by the permittee.
7. Permit fees are the responsibility of the event organizer.

If one is planning an event for more than 500 people, the SLGA's community liaison staff can meet with a group representative to discuss security, the admission of minors, liability and other issues that may arise at the event. The SLGA can also coordinate workshops for volunteers that are working as servers and for the security personnel working at the function. Contact the Client Services Branch (1-800-667-7565) for more information.

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 submitted regarding all outdoor functions. The SLGA cannot provide a Special Occasion Permit without the City's municipal approval.
 - b. The municipal request form for Special Occasion Permit can be found at www.saskatoon.ca/special-event-forms-permits.
2. Site Plan
 - a. When reviewing the application, the SLGA's Head Office will make the determination if a site plan is required.
3. Enclosure - Events over 500 Attendees
 - a. The proposed permitted area must be isolated by means of an enclosure to prevent public access.
 - b. The enclosure must be constructed of a material that will not allow alcoholic beverage containers to be passed through or over it (e.g. plastic snow fence).
 - c. The enclosure must be secured to ensure it cannot be climbed over or pushed down to gain access.
 - d. The enclosure must be a minimum of 5 feet high. If the barrier height is less than 5 feet, a double barrier is required with a buffer zone of at least 4 feet in width.
4. Enclosure - Smaller Events
 - a. A 4-foot rope barrier is sufficient for smaller events.

NOTE: All permits must be submitted to the Saskatoon 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. The SLGA should be contacted in this regard. The following are the SLGA's Terms and Conditions for Special Occasion Permits:

1. Trained or licensed security is recommended for large Special Occasion Permit events and may be mandatory for certain specific events. The onus is on the permittee to ensure that adequate security is present at the event.
2. "Licensed" means a valid security guard license issued by the Law Enforcement Branch of Saskatchewan Justice.
3. "Trained" means has attended Special Occasion Permit Training as provided by a SLGA Liquor Inspector.
4. The number and type of security personnel required may be determined by the number of persons attending the event and the level of risk the event is

perceived to have. Applicants may use the following options (arranged from least to most risk) as a guide:

- volunteers only (no workshop experience);
 - trained volunteers only (with workshop experience);
 - trained volunteers paired with licensed security personnel; or
 - licensed security personnel only.
5. Event organizers may be required to hire the City's Special Duty Police Officers from the SPS at the discretion of the SPS Special Events Coordinator for events with 500 people or over.
 6. Security at events with more than 500 people is recommended, but not mandated. The SLGA's Head Office will make the determination if security is actually mandated.

Animal Activities

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

- petting zoos;
- pony rides;
- sleigh rides; and
- dog competitions.

Petting zoos and pony rides lasting longer than one day must place 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:

- Sleigh rides (wagons with runners) require 3 to 5 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).
- Sleigh ride trails must have marshals throughout to ensure park user safety.
- All litter and animal feces must be removed immediately after the event.
- Any damages that occur to the site as a result of the event will be charged to the group.
- All weather conditions, as specified above, on the day of your event must be met.

Dog competitions may be required to request a bylaw exemption from Bylaw No. 7860, The Animal Control Bylaw, 1999. Contact the Open Space Consultant at 306-975-3342 for more information.

Barbeques

Propane barbeques are allowed in the City's parks.

Outdoor park grills within parks are can be used on the basis of first come, first served. Users are required to supply their own fire wood 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 an outdoor grill.

Note: A Permit to Burn is not required when using an outdoor park grill or propane barbeques.

Electricity

Electrical outlets to book for special events 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 (daily 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 circumstances 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 hours in the worst case scenario.

Environmental Sustainability Recommendations

Public events result in the consumption of large quantities of energy and water, as well as generating waste, which impacts the environment. When planning an event, please refer to the Environmental Sustainability Recommendations document for consideration to reduce the 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 Fire Prevention Division of the Saskatoon Fire Department. Permit to Burn application form is available at: www.saskatoon.ca/special-event-forms-permits. A photograph of the fire pit must be submitted with the application form.

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

NOTE: No other fire apparatuses are 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: www.saskatoon.ca/special-event-forms-permits.

[Bulletin 10-11: Safety Instructions for Firing Consumer Fireworks](#) should be reviewed.

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

1. From dusk to 11:00pm on **Victoria Day, Canada Day and Labour Day**;
2. From dusk **New Year's Eve** to 00:15 a.m. New Year's 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:

- community associations;
- service clubs;
- multicultural associations;
- churches;
- sports teams;
- recreation clubs; and
- 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.saskatoonhealthregion.ca/locations_services/Services/Health-Inspection/Pages/Temporary-Food-Event.aspx.

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 subject to fines.

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 separation 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 a part of a special event unless receiving 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 (\$30 fee) 14 days in advance of the event by completing a Motor Vehicle in Park Application Form found at www.saskatoon.ca/special-event-forms-permits.
2. The type and size, including weight 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) can 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 for the duration of the set up and take down.
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 and not identified in the site map or with a permit 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: Those vehicles found driving or parking in parks without a permit may 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 will be provided to any member of the public wishing to contact the event organizers directly. This information must be provided to the Open Space Consultant 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 date, time, 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 occurring on civic property will have a Noise Bylaw Extension Request submitted by the Administration using information from the Special Event Application Form. Events with a previous three-year history, with no concerns, or events that occur in the morning will be approved by the Administration. Events that do not meet this criteria will have their request forwarded to City Council for approval.

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 www.saskatoon.ca/special-event-forms-permits at least 60 days prior to the event.

Noise Bylaw hours are:

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

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, The Traffic Bylaw. Loading and unloading vehicles may be permitted. Any unattended vehicle within a road closure without a reserved parking space is subject to ticketing and towing.

If an event requires metered parking spaces to be reserved for the event, the charge is \$18 per space, per 24 hours. Metered parking spaces within a road closure will be discussed on a per-event basis. As well, a \$30 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 (VORR) Permit and/or a Navigation Protection review of the event/activity, is required.
2. There are vessel restrictions 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 (website: <http://www.tc.gc.ca/eng/marinesafety/debs-obs-contactus-menu-2982.htm> / telephone: 1-888-463-0521).
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 (website: <http://www.tc.gc.ca/eng/programs-631.html> / telephone: 1-780-495-8215).
5. Transport Canada must be contacted 90 days in advance of the event date(s).
6. All required permits must be submitted to the Saskatoon Police Service 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 7 days prior to the event.

Stages

The City has two stages available for use (rental, delivery and set-up/take-down fees apply):

- a community stage (36 feet x 16 feet); and
- a 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 Divisions 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 (Part C, Section 1: Provision of Civic Services).

NOTE: Wet conditions may prohibit stages from being delivered on turf.

Tents and Temporary Structures

Event organizers may use tents and other temporary structures as part of the special event. Please note the following:

- All tents or other structures requiring in-ground stakes must have locations cleared by 3 separate entities as outlined below:
 1. Sask1stCall: must be contacted 3 full working days prior to the event.
 - (1-866-828-4888 or www.sask1stcall.com)
 2. City's Utilities & Environment: must be contacted at least 7 business days prior to the event
 - AFRecreationalFacilities@saskatoon.ca
 3. Parks Irrigation : must be contacted at least 7 business days prior to the event
 - www.saskatoon.ca/webform/irrigation-locate-requests.

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

- All tents and air-supported structures, including pop-ups, shall be certified to NFPA 701 for flame-resistant textiles.
- Smoking and open flame devices are not permitted in a tent or air-supported structure while it is occupied by the public.
- Cooking may be allowed under a canopy (a tent with no walls or maximum one wall).
- Propane tanks shall not be placed inside any structures.
- A portable fire extinguisher of minimum size 3:A10-B:C shall be readily available in the event of a fire.
- Tents are to be properly secured for safety, using weights and/or staking.
- 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.
- Tents and air-supported structures shall be erected 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 & Rides at:

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

[special_event_temporary_facilities_concessions_and_rides.pdf](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

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 8:00am -10:00pm 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 8:00am -8:00pm.

Seasonal

- Diefenbaker Park
- Kinsmen Park*;
- Nutana Kiwanis Park;
- Reid Park;
- Riversdale Kiwanis Park;
- Rotary Park*;
- Shakespeare on the Saskatchewan (Mendel Park); and
- Umea Vast Park.

*Washroom remains open until the third weekend in September.

Year Round

- Gabriel Dumont Park;
- Meewasin North Pavilion;
- North Kiwanis Memorial Park;
- River Landing Pavilion; and
- Victoria Park Boat House (open from 8 a.m. to 6 p.m).

Water

Potable (drinkable) water is only available at Kinsmen Park Festival Site and Victoria Park. To access potable water:

- a) pick up the tap attachment (spigot) at the Parks Administration Building, 1101 Avenue P North; and
- b) pay a refundable deposit (\$100) for the tap attachment needed to access the water.

Emergency Services

Special Event Policing

The Saskatoon Police Service (SPS) evaluates an event with the primary objective of public safety. Upon application, the SPS may provide the services of a uniformed or plain-clothes police officer for special events. This may be done at a cost to the applicant or at the expense of the SPS. In addition, on-duty officers may be assigned to the event at no charge to the applicant. Duties related to special events include, but are not limited to:

- parades;
- roadway events;
- festivals;
- civic celebrations;
- major concerts or sporting events;
- filming;
- trade shows;
- traffic control;
- building escorts;
- oversized/weight load escorts; and
- security and crowd management.

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

The SPS becomes involved in an event in two ways – special duty or on duty.

Special Duty

The SPS may provide the services of a uniformed or plain-clothes police officer(s) for special events at a cost to the applicant. Special Duty costs will be charged for those situations where police assistance is required in relation to the operation of a business entity and/or where there may be safety concerns to the public. Special Duty costs may be charged when the event organizers charge a registration or entrance fee related to attending or participating in the event and/or if the event has a liquor vending component that may require extra policing.

On Duty

Whenever possible, the SPS 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 SPS determines there are insufficient on-duty resources available during the event, the organizers will be required to pay the expense of hiring the necessary SPS Special Duty members.

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 past history of the event, whether alcohol is a factor, and the policies and procedures of the SPS.

Emergency Response Plan

Upon review of the application, event organizers may be contacted to develop an Emergency Response Plan with the City's Emergency Management Organization (EMO). An Emergency Response Plan template can be obtained by contacting the Open Space Consultant at 306-975-3342.

APPENDIX A: CONTACT LIST

For information on park availability, application inquiries, and status of permits, contact the Allocations Office by:

- phone at 306-975-2951; or
- email at allocations@saskatoon.ca.

For all other special event inquiries, contact the Open Space Consultant by:

- phone at 306-975-3342; or
- email at 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	306-975-3342
City of Saskatoon Outdoor Special Events Programmer	306-986-9773
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:

Application Fee:	
Level 1	\$ 30
Level 2	\$ 60
Level 3	\$ 120
Fire Vessel	\$ 50
Motorized Vehicle in Park Permit	\$ 30
Parking Reservation	\$ 18 per space, per day + \$ 30 administrative fee
Kinsmen Park Picnic Shelter Damage Deposit	\$ 50
Kinsmen Park Picnic Shelter Key Deposit	\$ 10
Stage Rental – Community Stage	\$1,575 set-up/take-down fee + \$ 135 daily rental fee
Stage Rental – Show Mobile	\$1,500 set-up/take-down fee + \$ 135 daily rental fee
Stage Delivery Fee	\$ 450
SLGA Sale Permit	\$ 105 per day
SLGA Non-Sale or Cost Recovery Permit	\$ 52.50 per day
Water Tap Attachment (Spigot) Deposit	\$ 100

NOTE: GST may apply to some fees.