

EVENT PLANNING INFORMATION: CIVIC SQUARE

CONTENTS

Insurance	1
Fees	3
Clean up	3
Noise	3
Event Materials.....	4
Food	4
Electrical.....	5
Street Closures.....	5
Other	5

Insurance

Applicants that are not part of the civic corporation may be required to provide proof of liability insurance for the duration of their event. The insurance policy must name the City of Saskatoon as an additional insured.

- The minimum required coverage for general liability insurance is \$2 million.
- If alcohol will be served or sold at the event, the minimum required coverage increases to \$5 million, and the policy must include a host liquor liability endorsement.
- The City reserves the right to request higher coverage limits based on the nature of the event.

A certificate of insurance confirming the required coverage must be submitted to the Communications and Public Engagement Department at least 48 hours before the event. The Administrative Coordinator will file the certificate with the application and approval letter.

Applicants are encouraged to obtain insurance through their organization or personal insurance provider.

Insurance Waivers

The insurance requirement may be waived if the event meets one or more of the following criteria:

- It is sponsored by a civic department.
- It is a small, low-complexity event (Level 1), such as a flag-raising with one or two speakers and fewer than 20 attendees.
- It is a parade, march, or peaceful demonstration.

The City of Saskatoon assumes no responsibility for any theft of property owned by organizations outside of the civic corporation.

Liability Insurance – Event Complexity

The minimum required amount of liability insurance depends on the complexity of the event. Complexity is assessed based on the estimated number of attendees and whether food, beverages, or alcohol will be served.

Events are categorized into three levels of complexity:

Event Complexity		Insurance Requirement
Level 1	Attendance of up to 20 people and does not include food or alcohol services.	Meets conditions for insurance waiver.
Level 2	Attendance of up to 200 people, may include food services, but does not include serving or selling alcohol.	Minimum insurance of \$2 million general liability required.
Level 3	Attendance of over 200 people, may include food services, and/or event is serving or selling alcohol.	General liability insurance of \$5 million required, as well as host liquor endorsement if event serving or selling alcohol.

Fees

There is no fee to apply to use Civic Square. However, fees may apply if your event is scheduled outside standard operating hours or is considered high complexity.

Fee Summary

Fee Type	When It Applies	What It Covers	Who Pays
Staff Attendance Fee	Applies outside 7 a.m. to 4 p.m., Monday to Friday, excluding statutory holidays (Facilities hours)	Facilities staff to manage flagpole access for flag-raising events or assist with electrical access, if requested	Applicant
Security Fee	Applies outside 8 a.m. to 5 p.m., Monday to Friday, excluding statutory holidays (City Hall hours), or for Level 3 events during regular hours.	Commissionaire security guard services	Applicant

Clean up

Arrangements for clean-up are the responsibility of the applicant. Please supply your own garbage bags and paper products. Deposit garbage in the appropriate containers. If City of Saskatoon staff are required to do any clean-up associated with the event, the organizers will be charged.

Noise

The following guidelines for Civic Square events are intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living adjacent to the area.

Event organizers are responsible for the monitoring and control of noise resulting from their event. Outdoor events that are open for the public to attend, can request an extension to the Noise Bylaw.

All requests must be submitted a minimum of 60 days prior to the event date.

Outdoor public events on civic property that occur outside the Noise Bylaw hours are required to fill out an [Outdoor 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.

Amplification equipment may only be used at outdoor special events during the following times without additional approval:

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

All events with a Noise Bylaw Extension and some events with amplified sound within the Noise Bylaw hours will be required to provide [Amplified Sound & Noise Bylaw Extension Notifications](#) to all residents and businesses within a two-block radius of the event a minimum two weeks prior to the event. This notification must include dates and times of the event. The [notification release](#) is required for buildings with multi-unit dwellings and must be returned to the Special Event webmail 10 days before your event.

Please read [The Noise Bylaw, No. 8244](#). For further information regarding a request to extend The Noise Bylaw, please contact Special Events at [306-986-3079](tel:306-986-3079) or [306-975-2951](tel:306-975-2951) or specialevents@saskatoon.ca.

Event Materials

The provision of event materials, such as tables, chairs and sound systems are the responsibility of the event organizers.

Food

No application or registration is required for events hosted by community organizations such as service clubs, community associations, multicultural associations, churches, schools, sports teams and recreational clubs where food is limited to:

- hot dogs;
- pre-cooked hamburgers and smokies;
- pre-packaged foods; and/or
- non-potentially hazardous food.

If your organization is wishing to serve foods not listed above, or 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 [Temporary Food Events](#).

*Note: food trucks and mobile food carts already licensed in Saskatchewan as a Public Eating Establishment do not require a Temporary Food Service License.

Electrical

For any anticipated electrical requirements, please call 306-975-3298. In addition, should you require street power on 23rd Street for halogen flood-lamps and/or light stands, please call 306-975-2619. The power outlets in Civic Square will be available for your use. Please note that inclement weather may cause the outlets to fail. If an outlet isn't functioning, check to see if other outlets in the same area are working.

Street Closures

For information regarding street closures, meter bagging or for the use of sandbags, your event may require a [Special Event application](#). Please fill out the application or call the Open Space Consultant at [306-975-2951](tel:306-975-2951).

Other

It is not permitted to set up tents or temporary shelters on any grassy areas around City Hall. Tents may be set up in Civic Square, however, they must be held in place with the use of sandbags or other heavy objects rather than anchoring them into the ground or cement.

Any additional cost incurred in providing services for the event will be invoiced to the Applicant. These services may include, but are not limited to:

- Trades or technical services
- Costs related to damage, repairs or cleaning
- Other personnel and services as deemed necessary