



SPECIAL EVENT APPLICATION

2015 EVENT SEASON

January 1, 2015 – December 31, 2015

Application Timelines:

A minimum of **6 weeks** prior to event

For more information please contact:

Allocations Office

Phone: 306-975-3366

Fax: 306-975-2954

Mailing Address: Allocations Office, Lawson Civic Centre
c/o City Hall, Saskatoon, SK S7K 0J5

Email: allocations@saskatoon.ca

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SPECIAL EVENT APPLICATION CHECKLIST

For the purpose of this application, a special event is defined as:

- An activity, event, or program located in a City-owned park space, pathway or open space.
- Has greater impact on the park and neighbouring communities than casual or intended use.

Although you may book park space for event use, your event **DOES NOT HAVE EXCLUSIVE USE OF THE PARK**. You may not fence off a park in a manner that blocks access to the Meewasin Valley Authority (MVA) trails or that prohibits access through the park.

Before an application is considered complete, the following information is to be included. Please initial each line acknowledging each item is included in the application:

- _____ Completed Special Event Application Form
- _____ Site Map
- _____ Insurance Certificate indicating \$2 million Liability Insurance
- _____ Have read and understand the “Special Events Temporary Facilities, Concessions, and Rides” document (refer to Appendix 1)
- _____ City of Saskatoon – Event Risk Assessment form completed (refer to Appendix 2)
- _____ It is a minimum of 6 weeks prior to your event

If your event includes alcohol, the following items are required to be included in your application:

- _____ Site Map identifying alcohol area
- _____ A copy of the notice to be sent to residents within a 300 meter radius of the event location
- _____ Insurance Certificate indicating \$5 million Host Liquor Liability Insurance

IMPORTANT TIMELINES:

- 5 weeks prior to event, book meeting with park staff for an on-site meeting
- 4 weeks prior to event, apply to City Council for a noise bylaw extension
- 2 weeks prior to event, meet with park staff on site
- 2 weeks prior to event, submit river use permit to Saskatoon Police Service Sergeant
- 2 weeks prior to event, provide a copy of liquor license to Saskatoon Police Service Sergeant
- 1 week prior to event, apply for permit to have vehicles in the park

SPECIAL EVENT APPLICATION FORM

January 1, 2015 - December 31, 2015

PART A – BOOKING INFORMATION

Name of Organization	
Address	
City/Province	Postal Code
Type of Organization <input type="checkbox"/> <i>Non-Profit</i> <input type="checkbox"/> <i>Private Company</i> <input type="checkbox"/> <i>Community Association</i> <input type="checkbox"/> <i>Non-Profit Number</i> _____	
Contact Name	
Daytime Phone Number	Fax Number
Email Address	
Alternate Contact Name	
Daytime Phone Number	Fax Number
Email Address	

PART B – EVENT INFORMATION

Type of Event: (Check All That Apply)

- | | |
|---|---|
| <input type="checkbox"/> <i>Boot Camp/Fitness Camp</i>
<input type="checkbox"/> <i>Concert/Performance</i>
<input type="checkbox"/> <i>Demonstration/Parade</i>
<input type="checkbox"/> <i>Filming</i>
<input type="checkbox"/> <i>Party/Reception</i>
<input type="checkbox"/> <i>Run/Walk/Marathon</i>
<input type="checkbox"/> <i>Wedding Ceremony</i>
<input type="checkbox"/> <i>Hot Air Balloon Tethering</i> | <input type="checkbox"/> <i>Hot Air Balloon</i>
<input type="checkbox"/> <i>Fireworks Display & Pyrotechnic Special Effects</i>
<input type="checkbox"/> <i>Inflatables (activity bouncer and/or promotional tools)</i>
<input type="checkbox"/> <i>Petting Zoo or Similar Animal Activities</i>
<input type="checkbox"/> <i>Concession (food/refreshments)</i> |
|---|---|

Detailed Description of the Event: (Include Primary Purpose, Goals, and Objectives)

Location:		
Anticipated Total Attendance:		
Anticipated Peak Attendance:		
	Date	Time
Event Date (s) and Time(s):		
Peak Date (s) and Time (s):		
Set Up Date (s) and Time(s):		
Take Down Date(s) and Time(s):		

Provide Details For A Weather Contingency Plan:

PART C – SERVICES REQUIRED

- Access to water *
 - Access to electrical hook-up *
 - Bleachers
 - Community Stage (rental costs apply)
 - Showmobile (rental costs apply)
- Specify: Knock down (4) or Portable (2)

* Please note not all parks have electrical and/or water availability

- Event organizers can request to have irrigation lines marked by Parks at (306) 975-3303. Event organizers are responsible to contact ALL other underground utilities.

PART D – SITE SPECIFICATIONS

Describe in detail the event site set-up. Detailed maps **must** be included at the time of application submission (attach to application). Maps of parks can be requested through the Allocations Office. Items that should be included in the detailed maps are, but not limited to:

- Tents to be erected (identify number and size) _____
 - Temporary Stages to be erected (identify number, sizes, and locations) _____
-

- Garbage Dumpsters to be brought on site (identify number) _____
- Portable Toilets to be brought on site (identify number) _____
- Generators to be used (identify number) _____

PART E – COMMUNICATION PLAN

Event program information, such as schedule of entertainment, and availability of concessions, etc. is to be shared with any residents or businesses located adjacent to the park. Information must include event dates, times, and road restrictions.

Provide a copy of your communiqué and the method that your organization will use to distribute the event information (please check all that apply):

- Community Association Newsletters
- Meeting with Community Association
- Letter to Community Association
- Posters/Flyers/Pamphlets delivered door to door
- Other (specify) _____

PART F - EVENT ORGANIZER’S ADDITIONAL RESPONSIBILITIES

- Event Security:** provide a detailed description of how and who will be providing security for the event (e.g. volunteers, a security company, etc). Include specific schedules.

- Parking Plan:** provide a detailed description of where event staff, volunteers, participants, and spectators will park during the event.

- Traffic Control:** provide a detailed description of traffic control measures, including barricades. For events that will be impacting a roadway, contact Transportation at 306-975-2640 to discuss street closures and provision of barricades. Refer to attached “Provision of Civic Services” document for further details (see Appendix 3).

- Site Visit:** Arrange to meet with park staff on-site a minimum of 2 weeks in advance of event date.
 Contact: East Side Supervisor – 306-975-3396 (Rotary, Diefenbaker, Gabriel Dumont Park)
 West Side Supervisor – 306-975-3301 (Kiwanis Memorial, Friendship, Victoria Park)

- Emergency Vehicle Access**
- Site Cleanliness:** during and immediately following the event, the organizers are responsible for the garbage maintenance and site cleanliness.
- Noise Bylaw Extension Application** has been completed, if applicable. Refer to Part I.
- Special Occasion Permit** has been approved, if alcohol is being served. Refer to Part J.

PART G - ADDITIONAL INFORMATION

- Fire pits are on first-come, first-served basis. Users supply their own firewood for wood fire burning pits. Personal propane barbeques are allowed in parks.
- Public washrooms are available from 8 a.m. – 10 p.m. from May long weekend to September long weekend.
- Approval for use of the river for an event is required. Event organizers must contact Navigable Waters Protection Program and Transport Canada (website: www.tc.gc.ca/eng/menu.htm) for the water portion of the event. The proper permits must be submitted to the appropriate Saskatoon Police Service Sergeant, a minimum 2 weeks prior to the event.
- \$2 million liability insurance is a minimum requirement. The City reserves the right to request additional liability insurance.
- \$5 million host liquor liability insurance is a minimum requirement. The City reserves the right to request additional host liquor liability insurance.
- The City may require a non-refundable damage deposit from an applicant prior to the granting of permission for the use of a park. The amount of the damage deposit shall be at the discretion of the City.
- Any damage the park incurs is the responsibility of the event organizers to pay for the repair. The total cost of repairs and billing may not occur for up to 12 months after the completion of the event.
- The City shall approve the use of a park, other than a Neighbourhood Park, according to the following priorities:
 - First priority will be given to the City's contractual obligations with respect to the use of the park;
 - Second priority will be given to one-time events that are Provincial, National, or International in scope;
 - Third priority will be given to annual, seasonal use bookings – first right of refusal will apply.
- The City shall approve the use of a Neighbourhood Park according to the following priorities:
 - First consideration will be given to the events offered by Community Associations in the neighbourhood; and
 - Second consideration will be given to the events sponsored by youth sport organizations for children under 14 years of age.

PART H – NOISE GUIDELINES FOR SPECIAL EVENTS

Noise Bylaw Hours Are:

- Monday to Thursday 11 a.m. – 9 p.m.
- Friday and Saturday 11 a.m. – 10 p.m.
- Sunday 1 p.m. – 6 p.m.

Event organizers are responsible for the monitoring and control of noise resulting from their event. These guidelines are intended to assist 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 hours 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.
2. Prior to the event, organizers will contact the Community Association, any business or resident within a 2 block radius with the details of the event and include dates, times, and location of the event. Event organizers should enquire 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. Contact 306-975-3378 for Community Association contact information.
3. Use of amplification equipment. Noise levels should not exceed 105 decibels measured 100 feet from in front of the stage or location of the speaker system. There needs to be a balanced range of sound to minimize base tones. 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 organizers to self-monitor the sound level. It is recognized that wind and acoustic challenges do not guarantee the decibel readings will not successfully control the noise issue.
4. Program Schedule: the event program shall be scheduled to allow for times when there is no amplified sound. This will assist in alleviating complaints about incessant, repetitive noise.

Events that occur outside the Noise Bylaw hours are required to receive permission from City Council for an extension to the bylaw.

Noise Bylaw Extension Requests Can Be:

- Mailed to: The City Clerk's Office
c/o City Hall
222 3rd Avenue North
Saskatoon SK S7K 0J5
- Emailed to: city.clerks@saskatoon.ca

Information To Be Included In The Noise Bylaw Extension Is:

- Event name, date(s), time
- Contact and content shared with the Community Association, any business or resident within a 2 block radius with the details of the event.

PART I – ALCOHOL SALES AND SERVICE

Sales or service of alcoholic beverages may be permitted only as a component of a larger event. Approval will depend on factors such as park site and type of event. Efforts the organizer makes to ensure the alcohol sales/service area does not become a focal point of the event are important. History of an event may play a part in the approval of alcohol sales/service.

SPECIAL OCCASION PERMIT

Sales/Service of alcohol in parks will be subject to the following:

- Special Occasion permit is applied for and approved. Special Occasion permits can be obtained by contacting the City Clerk's Office at 306-975-3240 or email city.clerks@saskatoon.ca. This permit is required in order to obtain a liquor permit from the Saskatchewan Liquor and Gaming Authority (SLGA).
- Apply for and receive a liquor license from SLGA. The liquor license application must include a site map identifying the designated area for liquor and a copy of any additional City Administrative Conditions.
- Adhere to the SLGA's terms and conditions (see below for details; additional details may be provided from SLGA based on application).
- Provide a copy of the liquor license to the appropriate Saskatoon Police Service Sergeant a minimum of 2 weeks prior to the event.
- A minimum of 2 Special Duty Saskatoon Police Officers hired at the expense of the event organizers.
- A minimum of \$5 million Host Liquor Liability Insurance
- Notify the Community Association, any business or resident within a 2 block radius with the details of the event.

LIQUOR LICENSE

SLGA's Terms and Conditions

Security: 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 permitted to ensure that adequate security is present at the event.

- **Licensed** means a valid security guard license issued by the Law Enforcement Branch of Saskatchewan Justice.
- **Trained** means has attended Special Occasion Permit Training as provided by a SLGA Liquor Inspector.

The amount and type of security personnel required may be determined by the number of persons attending event and the level of risk the event is perceived to have. Applicants may use the following options as a guide (**arranged from least to most risk**):

- Volunteers only (no workshop experience);
- Trained volunteers only (with workshop experience);
- Trained volunteers paired with licensed security personnel; or
- Licensed security personnel only.

Minimum of 1 trained security personnel for every 100 persons up to 1,000 and 1 trained security personnel for every additional 250 persons.

Security personnel are required to have flashlights available as needed and may be required to circulate throughout the permitted areas to patrol for minors and other contraventions of *The Alcohol and Gaming Regulation Act, 1997* and its *Regulations*.

Any individual identified as contravening the *Act* or *Regulations* shall be addressed immediately.

The applicant must ensure that they have the ability to access additional security personnel as required.

PART J – GENERAL VEHICLE GUIDELINES

These guidelines apply to golf carts, gators, and regular vehicles.

- All golf carts, gators and vehicles are required to have a permit.
- Vehicle operators must clearly display their permit.
- Only service vehicles transporting materials or functioning as part of the program are allowed at any time.
- Pedestrians have the right of way everywhere.
- Drivers should make use of hard surfaces within the park and grass should be driven on as little as possible.
- During set up and take down portions of an event, vehicles are to be used for loading and unloading only, and are not to be parked on site for the duration of set up and take down.
- During the event, moving vehicles on site are limited to sanitation, emergency vehicles, and shuttle vehicles under the direct supervision of the organizer.
- Unattended vehicles that are on site and are not identified in the site map or with a permit are subject to ticketing and towing.
- In wet conditions, all vehicles may be prohibited from driving on the grass.
- Additional directions provided by City of Saskatoon staff are to be adhered to.

PART K – SIGNATURE AND AUTHORIZATION

I HAVE READ AND WILL COMPLY WITH ALL EVENT REQUIREMENTS

Event Contact Signature: _____

Event Contact Name: _____
(Please Print)

Date: _____

OFFICE USE ONLY:

Event Authorized and Approved by: _____ Recreation & Sport Division

_____ Other Department Required

_____ Other Department Required

_____ Other Department Required



FIRE PREVENTION & INVESTIGATION DIVISION

125 Idylwyld Drive South
 Saskatoon, SK S7M 1L4
 Phone: (306) 975-2578
 Fax: (306) 975-2589

Bulletin 12-11

Special Event **Temporary Facilities, Concessions & Rides**

The City of Saskatoon during the summer months is home to many events and festivals. With the advent of large crowds taking part in these special events, Saskatoon Fire & Protective Services has engaged in a proactive approach to all special events within our city. Saskatoon Fire & Protective Services Prevention & Investigation Division will be performing basic fire inspections of these temporary facilities, structures, concessions, rides, trailers and the event sites. This basic fire inspection of these facilities and temporary venues is a preventative measure that attempts to ensure the events safety for the participants and the general public. This in turn greatly reduces the possibility of a large-scale problem if a fire or unforeseen emergency occurs. Saskatoon Fire & Protective Services key objective is to ensure that basic fire safety and life safety requirements are met.

This document is a condensed version of the codes and bylaws being enforced in the City of Saskatoon. Ultimately it is the responsibility of the owner to ensure conformance to all applicable codes and bylaws.

Code reference abbreviations:

National Fire Code of Canada, NFC

National Building Code of Canada, NBC

National Fire Protection Association - NFPA

The following must be met so that fire code and life safety concerns are met:

1. Requirements for Trailers (Semi Trailers)

- All trailers (semi trailers) which have living quarters attached must have a minimum of a 2A:10B:C type portable fire extinguisher mounted conspicuously and the portable fire extinguisher must have had an annual test by a qualified technician. These extinguishers must be kept in plain view and attached to a surface with the appropriate brackets.
- All other trailers without living quarters attached must meet the minimum requirements as set out in NFPA 10 "portable fire extinguishers" and National Fire Code of Canada. They also must be mounted conspicuously to a surface with an appropriate bracket.
- Fuel shall be stored such that it is not within the immediate area of persons working with open flame devices or grinding tools.
- Fuel containers shall have caps in place unless transferring.
- Absolutely no smoking allowed in areas designated for flammable liquids.

- All flammable liquids shall be stored in one central location within your designated pit site. They shall be stored in such a way that they are visible and if persons are residing within the trailer shall not be kept within the trailer.

2. Requirements for Portable Fire Extinguishers

- Portable fire extinguishers shall be selected and installed in conformance with NFPA 10, "Portable Fire Extinguishers" and the National Fire Code of Canada. (NFC 2.1.5.1. and 6.2.1.1.(1).)
- Portable fire extinguishers shall be inspected, tested and maintained in conformance with NFPA 10, "Portable Fire Extinguishers"
- Portable fire extinguishers shall be maintained by a qualified technician at intervals not more than one year. (NFPA 104-1.2(3), NFPA 104-4.1)
- Portable fire extinguishers shall be conspicuously mounted where they will be readily accessible and immediately available, preferably along normal paths of travel including exits from areas. (NFPA 10 1-6.3)
- All concessions, temporary structures, tents and other buildings with an electrical service shall have a minimum 2A:10B:C portable fire extinguisher on site.
- All portable hotdog carts, barbecues and other heat producing food equipment shall have a minimum 2A:10B:C portable fire extinguisher on site.
- A portable fire extinguisher with a minimum rating of 5B:C shall be located on the serving cart or table where flaming meals and drinks are being served.

3. Requirements for Class 2 Compressed Gas Cylinders

- All Class 2 compressed gas cylinders shall be firmly secured to protect the cylinder from valve damage and falling over.
- Cylinders shall not be stored in an exit or access to exit.
- Propane cylinders shall not be stored inside any concession, temporary structure or tent, trailer or other building.
- Propane cylinders shall be stored in a secured outdoor location or fenced enclosure.

4. Requirements for Emergency Lighting

- In larger concessions or temporary structures, emergency lights may be required to provide illumination to the exits in case of power outages.
- Emergency lighting units shall be inspected and tested as required by the National Fire Code of Canada.
- Emergency light units shall be inspected at intervals not greater than one month to ensure that; pilot lights are functioning and not damaged or obstructed, terminal connections are clean and lubricated, terminal clamps are clean and tight, the battery surface is kept clean and dry, and to ensure the emergency lights will function upon failure of the primary power supply. (NFC 6.5.1.)
- Emergency lighting units shall be tested at intervals not greater than 12 months to ensure that the unit will provide emergency power for a duration equal to the design criterion under simulated power failure conditions and to ensure they are functional. (NFC 6.7.1.6. and 6.7.1.7.)

5. Requirements for Cooking Equipment used in Processes Producing Smoke or Grease-laden Vapors (NFC 6.6.1.1.)
 - Concession hood, duct and fire suppression systems must be in conformance with NFPA 96 and meet the UL 300 Standard for Commercial Cooking.
 - All Cooking Appliances must be covered by the Hood and Fire Suppression system and installed to the manufactures specifications.
 - All hoods, ducts and filters must be cleaned on a regular basis so as not to allow a grease build-up.
 - The fire suppression system must be serviced by a qualified technician every 6 months.
 - A tamper seal must be intact and a current dated service tag displayed prominently on the pull station.
 - The system must be interconnect to an electrical contactor and fuel shut off, so if the system is discharged the gas valve will close and the electricity to the appliances will be shut off.
 - Appliance shall have a clearance of 450mm (18") from combustible materials.
 - A Class K portable fire extinguisher shall be located in the cooking area with a tamper seal intact and a current dated tab must be prominently displayed on the fire extinguisher.
 - All compressed gas cylinders shall be firmly secured to protect the cylinder from valve damage and from falling over. Cylinders shall not be stored in an exit or access to exit.
 - Emergency contact names and numbers shall be supplied.
 - Staff shall be trained on the operation of the Fire Suppression System, the use of the fire extinguisher and the fire safety plan.

6. Requirements for Open Flames (NFC 2.4.3. and NFC 2.9.3.3.)
 - Open flames whose quantity and method of use create a fire hazard shall not be permitted in processions within assembly occupancies.
 - Flaming meals or drinks shall be ignited only at the location of service.
 - Refueling of equipment used for flaming meals or drinks or for warming food shall be carried out outside the serving area, and away from ignition sources.
 - A portable fire extinguisher with a minimum rating of 5-B:C shall be located on the serving cart or table where flaming meals and drinks are being served.
 - Devices having open flames shall be securely supplied in non-combustible holders and shall be located or protected so as to prevent accidental contact of the flame with combustible materials.
 - Smoking and open flame devices shall not be permitted in a tent or air-supported structure while it is occupied by the public.

7. Requirements for Extension Cords (NFC 2.4.7.1. and CAC)
 - Extension cords shall be used in conformance with the Canadian Electrical Code.
 - Extension cords shall be a minimum of 18 gauge.
 - Extension cords shall be used so as not to create a tripping hazard nor impede any means of egress.

8. Requirements for Emergency Planning (NFC 2.8.1.1.)
 - All staff members shall be instructed in emergency planning including:
 - Locations of exits, fire extinguishers, gas shut off valves, fire extinguishing system manual activation devices
 - Usage of fire extinguishers, fire extinguishing system manual activation devices, gas shut off valves
 - Procedures to be followed in case of an emergency
 - Instructions to be given to the public in case of an emergency
 - Emergency notifications IE: calling 911
 - Emergency contact numbers shall be posted

9. Requirements for Flammable or Combustible Liquids (NFC 2.4.4.)
 - Empty containers should be used for display purposes.
 - The amount of flammable/combustible liquids, for an entire "fire compartment" shall not exceed the incidental use, as described in the National Fire Code of Canada.
 - MSDS information shall accompany all flammable/combustible materials displayed.
 - Propane and other similar products shall not exceed a maximum cylinder size of 5 pounds. The cylinder must be removed from the structure when not attended.

10. Requirements for Seating Arrangements and Exits – Outdoor Assemblies (NFC 2.7., NBC 3.3.2.10., NBC 3.4.2.1. and NBC 3.4.3.4.)
 - Exit requirements for each tier or balcony:
 - Capacity of more than 4000 persons – minimum of 4 separate exits
 - Capacity of more than 1000 persons – minimum of 3 separate exits
 - All other areas - minimum of 2 separate exits
 - Exception: For an area with a capacity of not more than 60 persons which has a maximum floor area of 150m² and a maximum travel distance of 15m to an exit, a single exit is permitted.
 - Exits from outdoor stadia or grandstands shall be located not more than 25m apart.
 - Travel distance from every seat to the ground, an exit or access to an exit, shall not exceed 45m.
 - Aisles shall be located so that there are not more than 20 seats between any seat and the aisle, shall be not less than 1200mm wide (an aisle serving less than 60 persons is permitted to be 750mm wide) and shall not have steps unless the slope of the aisle is more than 1 in 8.
 - Steps provided in an aisle shall extend the full width of the aisle, have risers not more than 230mm high, and have treads with a run not less than 250mm.
 - The required width of means of egress shall be determined by multiplying the occupant load of the area served by:
 - 1.8mm per person for aisles, stairs other than exit stairs, and ramps and passageways in vomitories and exits, and
 - 2.4mm per person for exit stairs.

11. Requirements for Tents and Air-Supported Structures (NFC 2.9. and NBC 3.1.6.)

- Tents and air-supported structures shall be in conformance with the National Building Code of Canada.
- Flame retardant treatments shall be renewed as often as required to ensure that the material will pass the match flame test in NFPA 701, "Fire Tests for Flame-Resistant Textiles and Films."
- Electrical systems in a tent or air-supported structure shall be maintained and operated in a safe manner. Portable electrical systems shall be inspected for fire hazards and defects shall be corrected before the tent or air-supported structure is occupied by the public. The electrical system and equipment in a tent or air-supported structure, including electrical fuses and switches, shall be inaccessible to the public.
- Cables on the ground in areas used by the public in a tent or air-supported structure shall be placed in trenches or protected by covers to prevent damage from traffic.
- Hay, straw, shavings or similar combustible materials other than necessary for the daily feeding and care of animals shall not be permitted within a tent or air-supported structure used for assembly occupancy, except that sawdust and shavings are permitted to be used if kept damp.
- Smoking and open flame devices shall not be permitted in a tent or air-supported structure while it is occupied by the public.
- An air-supported structure shall be designed as open floor space without interior walls, mezzanines, intermediate floors or similar construction.
- Tents and air-supported structures shall be a minimum of 3m from other structures and shall be a sufficient distance from one another to provide a means of emergency egress.
- Tents of not more than 120m² in ground area, located in open spaces may be located less than 3m from one another provided this does not create a hazard to the public.
- The ground enclosed by a tent or air-supported structure and for not less than 3m outside the structure shall be cleared of all flammable material or vegetation that will spread fire.
- Every tent and air-supported structure and all tarpaulins and decorative materials used in connection with these structures shall conform to CAN/ULC OS109-M, "Flame Tests of Flame-Resistant Fabrics and Films."
- For number of required exits see section on requirements for seating arrangements and exits.

12. Requirements for Vehicles Within a Structure

- Fuel tanks shall be locked or have a locked fuel cap installed at all times.
- Recommend batteries are disconnected
- Propane fuelled vehicles shall have the tank permanently mounted, the fuel system shall be equipped with an automatic stop-fill valve, and the fuel cut-off valve shall be closed.

CHECKLIST

General Requirements

- Portable fire extinguisher installed and maintained:
- Flammable or Combustible liquids properly stored:
- MSDS information on site:
- Compressed gas cylinders firmly secured:
- Propane cylinders stored appropriately outside:
- Combustible Materials removed from structures or conform to CAN/ULC 08109-M:
- Emergency lighting installed and tested:
- Extension Cords meet requirements:
- Emergency contacts posted:
- Staff trained in Emergency Procedures:
- Vehicles have locking fuel caps in place:
- Propane fuelled vehicles maintained as per code:

Requirements for Cooking Equipment

- Hood & fire suppression system installed to code:
- Fire suppression system serviced:
- Tamper seal & tags in place:
- Combustible clearance maintained:
- Class K portable fire extinguisher installed & maintained:
- Staff trained on use of fire suppression system & portable fire extinguisher:
- Open flame devices secured:

Requirements for Seating Arrangements and Exits

- Required exits marked and clear of obstructions:
- Required aisles maintained and clear of obstructions:

Requirements for Tents and Air-supported Structures

- Structure located with required exterior clearances:
- Structure constructed of flame-resistant material as per code:
- Cables and electrical equipment installed and maintained to code:
- Combustible materials removed:
- Required exits are maintained:

CITY OF SASKATOON - EVENT RISK ASSESSMENT

The information gathered in this Risk Assessment form provides the information needed to classify your event into two broad risk categories, either NORMAL risk or ELEVATED risk.

Event applications are not denied based on the risk classification.

This risk assessment is simply intended to give the event planner a specific set of tools to use in order to comply with the City of Saskatoon Event Planning Bylaw #C11-002

Name of Event:

Location of Event:

Date(s) of Event:

Name of Applicant:

Contact #:

email:

Please refer to the City of [Saskatoon Event Application Timeline](#) for a complete description of the event application process.

Please answer each of the following questions

	YES	NO
1) Is this an event to support an ongoing charity or a charitable fundraising effort?	<input type="checkbox"/>	<input type="checkbox"/>
2) Will alcohol be served at your event?	<input type="checkbox"/>	<input type="checkbox"/>
3) Will food be served at your event?	<input type="checkbox"/>	<input type="checkbox"/>
4) If your event has been held in previous years:		
a) <i>Has there been a history of medical emergencies?</i>	<input type="checkbox"/>	<input type="checkbox"/>
b) <i>Has there been a history of arrests or criminal activity?</i>	<input type="checkbox"/>	<input type="checkbox"/>
c) <i>Has there been a history of traffic congestion related to the event?</i>	<input type="checkbox"/>	<input type="checkbox"/>
d) <i>Has parking been a concern?</i>	<input type="checkbox"/>	<input type="checkbox"/>
e) <i>Has mass transit been used to move the public to and from the event?</i>	<input type="checkbox"/>	<input type="checkbox"/>
5) Will your event be of a high interest to the media?	<input type="checkbox"/>	<input type="checkbox"/>
6) Will your event feature Display Firework/ Pyrotechnics/Consumer Fireworks?	<input type="checkbox"/>	<input type="checkbox"/>
7) Will your event feature extreme sports?	<input type="checkbox"/>	<input type="checkbox"/>
8) Will your event include a designated spectator/viewing area(s)?	<input type="checkbox"/>	<input type="checkbox"/>
9) Are you planning on using more than 1 form of communications to manage the event (multiple radio channels, cell phones etc)?	<input type="checkbox"/>	<input type="checkbox"/>
10) Will you be working with more than 1 group during the event? (private security, volunteer groups etc)	<input type="checkbox"/>	<input type="checkbox"/>
11) Will your event continue after midnight?	<input type="checkbox"/>	<input type="checkbox"/>
12) Is your venue specifically designed for hosting public events	<input type="checkbox"/>	<input type="checkbox"/>
13) Will your event take place inside?	<input type="checkbox"/>	<input type="checkbox"/>
14) What time of day will your event open to the public?	8am---12pm---8pm---8am	
15) How many total hours will your event remain open to the public before you close/begin to demobilize the site?	1hr--8 hrs---16hrs---24 hrs--_hrs	
16) How many people per day are you anticipating will participate in your venue?	1000--20,000--50,000	

Signature of Applicant

Date of Submission:

File No. 205-3 No.: _____ Date: _____

(Office Use Only)

**CITY OF SASKATOON
PROVISION OF CIVIC SERVICES**

NAME OF ORGANIZATION: _____

ORGANIZATION REPRESENTATIVE: _____

MAILING ADDRESS: _____

PHONE NUMBER: Residence _____ Business _____

EMAIL ADDRESS: _____

NAME OF EVENT: _____

DESCRIPTION OF EVENT: _____

DATE(S) TO BE HELD: _____

NUMBER OF PARTICIPANTS (if applicable) _____

WILL CONCESSIONS BE RUN IN CONJUNCTION WITH EVENT? _____

WHAT STREETS (IF ANY) REQUIRE CLOSURE? _____

SERVICES REQUIRED FROM CITY _____

THIS APPLICATION SHOULD BE SUBMITTED BEFORE MARCH 1, 2015, TO:

SPECIAL EVENTS
INFRASTRUCTURE SERVICES
CITY HALL
222 THIRD AVENUE NORTH
SASKATOON, SK S7K 0J5

OR BY EMAIL: special.events.transportation@saskatoon.ca