

Special Event Application Form

Please complete the following checklist of requirements prior to the completion of the Special Event Application Form.

Application must be completed in pen.

By checking each box, I understand that:

- ☐ I am required to read and understand the Special Event Information Guide and am responsible to abide by all City of Saskatoon guidelines and rules.
- ☐ Incomplete applications will not be reviewed.
- ☐ Insurance is required for all events except for demonstrations, parades, and marches.
- ☐ To serve and consume alcohol at my event, I must obtain municipal approval from the City of Saskatoon and a Special Occasions Permit from the Saskatchewan Liquor and Gaming Authority (SLGA).
- ☐ If food is served or sold at an event, event organizers and vendors must receive approval from the Saskatoon Health Region.
- ☐ Motor vehicles are restricted in parks (Bylaw No. 7767) unless permits have been granted.
- ☐ Food Trucks are not allowed in parks.
- ☐ If staking portable structures into ground (tents, fencing, etc.), event organizers are responsible to have utility and irrigation line checks completed (SaskFirst 1-866-828-4888).
- ☐ Although I have booked the park space, I understand that my event does not have exclusive use of the park. Meewasin Valley Authority (MVA) trails must remain accessible at all times.
- ☐ A non-refundable application fee will apply to all Special Event applications. Security deposits may be required as well.
- ☐ All required documents (signed contract, liability insurance, and Special Event Application fee) must be submitted 30 days prior to the event.

PART A: CONTACT INFORMATION

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:						
Liability Insurance Received:		Provision of Civic Services Sent:		Risk Assessment Sent:		Reoccurring Event:		Payment Received:		Entered:	

PART B: EVENT DETAILS
1. Event Description:

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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"/> Civic Square <input type="checkbox"/> Chinese Ting (Victoria Park) <input type="checkbox"/> Diefenbaker Park <input type="checkbox"/> Friendship Park <input type="checkbox"/> Kinsmen Park Picnic Shelter <input type="checkbox"/> Kiwanis Park North <input type="checkbox"/> Kiwanis Park South (Vimy Memorial Band Shell)	<input type="checkbox"/> Meewasin Park North <input type="checkbox"/> Market Square <input type="checkbox"/> River Landing I Amphitheatre <input type="checkbox"/> River Landing I Fire Vessel <input type="checkbox"/> River Landing II Promenade <input type="checkbox"/> Rotary Park <input type="checkbox"/> Street/Road Only (must complete Part C, 2.)	<input type="checkbox"/> Victoria Park <input type="checkbox"/> Wright Construction Riverfront Stage (River Landing Phase II Amphitheatre) <input type="checkbox"/> Other Location (please specify): <hr/> <hr/>
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4. Event Activities (check all that apply):

<input type="checkbox"/> Alcohol Sales/Service <input type="checkbox"/> Amplified Music <input type="checkbox"/> Block Party <input type="checkbox"/> Boot Camp/Fitness Class <input type="checkbox"/> Carnival Rides <input type="checkbox"/> Commercial Drone Use <input type="checkbox"/> Concession (food/beverage) <input type="checkbox"/> Cooking with Grease-Laden Vapors	<input type="checkbox"/> Demonstration/Protest <input type="checkbox"/> Dignitaries In Attendance <input type="checkbox"/> Filming <input type="checkbox"/> Fire Pit <input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Hot Air Balloon <input type="checkbox"/> Parade <input type="checkbox"/> Petting Zoo (or animal activities)	<input type="checkbox"/> Propane BBQ <input type="checkbox"/> River Activities <input type="checkbox"/> Run/Walk/Marathon <input type="checkbox"/> Sales or Solicitation <input type="checkbox"/> Sleigh Rides <input type="checkbox"/> Tent Set-Up <input type="checkbox"/> Tournament/Sporting Event
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PART C: PROVISION OF CIVIC SERVICES
1. Civic Services Requested (check all that apply):

<input type="checkbox"/> I DO NOT REQUIRE ANY CIVIC SERVICES <input type="checkbox"/> Road or Lane Closures (must complete Part C, 2.) <input type="checkbox"/> Parking Space Rental (must complete Part C, 2.) <input type="checkbox"/> Pylons (# requested _____) <input type="checkbox"/> Barricades (# requested _____) <input type="checkbox"/> 100 gallon Garbage Containers (# requested _____) <input type="checkbox"/> Race in Progress Sign (# requested _____) <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Measure Office (EMO)	<input type="checkbox"/> Access to Water* <input type="checkbox"/> Access to Potable Water* <input type="checkbox"/> Access to Electrical Hook-Up* <input type="checkbox"/> Bleachers** (# requested _____) Available: Knockdown (6) <input type="checkbox"/> Community Stage (36 feet x 16 feet)*** <input type="checkbox"/> Show Mobile Stage (32 feet x 16 feet)*** <input type="checkbox"/> Public Announcement System for Stage*** <input type="checkbox"/> Street Sweeping/Snow Removal*** <input type="checkbox"/> Police Assistance***
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*Access to water and electricity is only available in some parks. See Special Event Information Guide for list of parks.

**Event organizer is responsible for transportation of bleachers. Security deposit may be required.

***Fees may apply.

Road, Lane, and Sidewalk Closures
Attached additional sheet if necessary

Parking Space Rental				
An \$18/day fee is applied to all paid parking spots decommissioned for an event outside of a road closure				
<u>Road</u> Street Name	<u>Side</u> Direction	<u>From</u> Address/Street	<u>To</u> Address/Street	<u>No. of Spaces</u>
Ex. 3 rd Avenue	East	23 rd Street	24 th Street	8

1. Site Map (must be submitted on a separate document):

<input type="checkbox"/> Alcohol Sales Area	<input type="checkbox"/> Fencing (include height, type, etc.)	<input type="checkbox"/> Lighting	<input type="checkbox"/> Scaffolding
<input type="checkbox"/> Bleachers	<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Sounds Systems
<input type="checkbox"/> Emergency Vehicle Access	<input type="checkbox"/> Garbage Cans	<input type="checkbox"/> Recycling Bins	<input type="checkbox"/> Stages <i>(include size)</i>
<input type="checkbox"/> Entrance/Exits <i>(include location, size, etc.)</i>	<input type="checkbox"/> Generators	<input type="checkbox"/> Refrigerator Trucks	<input type="checkbox"/> Tents <i>(include size)</i>
		<input type="checkbox"/> Road Closure Requests	<input type="checkbox"/> Trailers/Vehicles

- ☐ Aid Stations
- ☐ Road/Pathways Used
- ☐ Staging Areas
- ☐ Portable Toilets
- ☐ Road Marshall/Police Locations
- ☐ Start and Finish Location

Vehicle Type	Quantity	Purpose

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PART E: EVENT RISK ASSESSMENT FORM

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 help the Event Planner to comply with the City of Saskatoon Organized Event Emergency Planning Bylaw No. C11-002.

	YES	NO	UNSURE
1. Has this event happened in the past?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is this an 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 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 a 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. Are you planning to use more than one form of communications to manage event communications (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 your Special Event Application form, please ensure you have completed the following:

Incomplete applications will not be reviewed.

- ☐ Read and understand all information outlined in the Special Event Information Guide.
- ☐ Completed the Special Event Application Form in full.
- ☐ Included a Detailed Site Map.
- ☐ Included a Detailed Route Map (*if applicable*).
- ☐ Completed the Risk Assessment Form.
- ☐ Certificate of Insurance (*if applicable*).

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: