



OUTDOOR SPECIAL EVENTS PLANNING GUIDE

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OUTDOOR SPECIAL EVENT APPLICATIONS

The City of Prince Albert recognizes that Outdoor Special Events play an integral role in the community's spirit, health, and participation and strongly supports events in our community.

Outdoor Special Events Applications

- The Outdoor Special Event Application is required for all Outdoor Special Events hosted on City of Prince Albert property. Please carefully read the planning guide and ensure your application is completed in full. Failure to do so will cause processing delays and your event may not be approved.
- Once completed in full, applications will be reviewed by the Community Services Department. Final approval is granted once the application is signed by the City and will serve as the Special Event Permit for the event.
- The Prince Albert Exhibition Grounds & Lakeland Ford Park do not require an application form as these locations are leased to external organizations.

Special Occasion Permit Application (events with alcohol)

- Required for all outdoor events that serve alcohol and are hosted within City limits. If your event is on city property please ensure an Outdoor Special Events Application is submitted along with the Special Occasions Permit application.
- If the event is not on City property but serving alcohol outdoors, an approved Application Form is required from the City prior to contacting SLGA for a permit.
- Events serving alcohol at the Prince Albert Exhibition Grounds, Lakeland Ford Park, and Little Red River Park still require a Special Occasion Permit application to be submitted.

APPLICATION SUBMISSIONS AND APPROVALS

Applications along with all required documents must be completed, signed and submitted.

For events in City Parks & Open Spaces or outdoor events that serve alcohol please contact:

McKenzie Acton, Recreation Programmer

Phone: (306) 980-8489

Email: macton@citypa.com

For Outdoor Sports Field events please contact:

McKenzie Acton, Recreation Programmer

Phone: (306) 980-8489

Email: macton@citypa.com

All registered events will take precedence over unregistered activities. It is mandatory that the Event Organizer or designate is in attendance during the event and has the permit with them so it can be presented upon request.

SPECIAL EVENT BOOKING DEADLINES

Applications received by the following deadlines are eligible for priority considerations. Applications provided after these deadlines will be dealt with on a case by case basis and may not be accepted or subject to additional fees (\$50). For more information please refer to Fees and Charges.

Application Deadline	Event Date
December 1	January, February, March or April
April 1	May, June, July, August
August 1	September, October, November, December

EVENT PLANNING MEETINGS

All required documentation must be submitted to the Community Services Department before events are approved. Once the application forms have been approved, the Event Organizer may be required to set the following meetings as per request from the Community Services Department:

- An introductory meeting to review all event details
- The day before the event a site walkthrough should be conducted to review the condition of the site and to ensure all requests are in place.
- The day following the event a site walkthrough should be conducted to review the condition of the site.

CANCELLATION OF EVENT & EQUIPMENT REFUND POLICY

For large scale events, The City of Prince Albert Cancellation Policy requires written cancellation.

If the City of Prince Albert deems a refund applicable, it will be applied as follows:

- A) notice provided over 14 days (two weeks) in advance – full refund
- B) notice provided 7 to 14 days (one to two weeks) in advance – 50% refund
- C) notice provided less than 7 days (one week) in advance – no refund

The City of Prince Albert may in its sole discretion cancel Outdoor Special Events where:

- the facility is required for City of Prince Albert purposes;
- the application was secured by misrepresentation, or transferred without the City of Prince Albert's prior approval;
- the event is not being used for the purpose set out in the application;
- the event location is required for technical or emergency repairs, which cannot be performed at any other time;
- inclement weather has created a circumstance that is unsafe for attendees of the event;
- inclement weather has made the location unusable during the event date(s)

Additionally, the City of Prince Albert may need to cancel or postpone the use of the facility due to a Force Majeure, defined as one or more of the following acts which makes an event performance impossible, infeasible or unsafe:

- a. Failure of technical facilities;
- b. Shortages of energy or other essential services;
- c. Labor disputes, including, without limitation, strikes, lockouts, job actions, or boycotts;
- d. Fires; Explosions; Floods
- e. Acts of God;
- f. Acts or Regulations of any public authority or bureau, civil tumult, epidemic or pandemic;
- g. Acts of the public enemy;
- h. Acts or threats of terrorism;
- i. Civil disorder, such as threats, insurrections, riots or other forms of civil disorder in or around the facility or which the event coordinator reasonably believe jeopardizes the safety of the event performers, or any of the performers personnel;
- j. Embargoes;
- k. Failure or delay of transportation of event equipment or performers;
- l. Death, disability, illness, injury or other inability to perform for the Event, including all associated personnel with the event

EVENT VENUES

PARKS

The City of Prince Albert has more than 1300 acres of parkland and over 35 parks. Please complete the Outdoor Special Event Application to rent space within a city owned green space.

TRAILS

Prince Albert has over 23 km of paved trails throughout the city known as the Rotary Trail. This urban trail travels along the historic North Saskatchewan River and a 3 kilometer extension goes to Little Red River Park. The 10 foot wide asphalt trail is accessible for all users, is available all year and is cleared of snow during the winter. Please complete the Outdoor Special Event Application to rent space within the trail system.

PICNIC SHELTERS & SITES

There are two picnic shelters in Kinsmen Park and five at Little Red River Park that are all free to use but must be booked through the Outdoor Special Event application process. Mair Park, Kinsmen Park, Lions Park all have picnic sites with fire pits that are free to use and operate on a first come first serve basis.

BOAT LAUNCH

There are two launches for the North Saskatchewan River in Prince Albert: Rowing Club (non-motorized) at 800 River Street West & North Saskatchewan River at Dave Stuart Park River Street East.

MEMORIAL SQUARE

Memorial Square is located along Central Avenue, and is west of City Hall. For more information call 306-953-4800 or to rent this location click [here](#).

BLOCK PARTIES, ROADWAYS & PARADES

A block party is a social gathering where the residents of a particular neighborhood close the street to vehicles. For more information click [here](#).

A parade means any group of pedestrians marching or walking along a public highway and numbering twenty five or more of any group of vehicles numbering ten or more and proceeding on a public roadway under a common leadership, except funeral processions and military parades. To apply please click [here](#).

EVENT LOGISTICS

ADDITIONAL PERMITS, APPROVALS & POLICIES

Obtaining a Special Events Permit from the City of Prince Albert does not waive the requirements of other external agencies. Further approvals may need to be obtained prior to the event taking place such as Business Licenses and Food Service Permits.

Outdoor Special Event requests may be directed to further City policies. Policies that may come into effect include: Block Party Policy, Major Event Policy, Mobile Food Vendor Policy, Naming Rights and Sponsorship Policy, Parade Policy, Waiving of Fees and In-Kind Support Policy. All policies are available on the City website or upon request.

CITY BYLAWS

All Outdoor Special Events must be in accordance with City of Prince Albert Bylaws. Bylaws to consider include but are not limited to: Noise Bylaw, Smoking in Public Spaces Bylaw, Recreation Facilities and parks Bylaw, Bicycle Bylaw, Business License Bylaw, Fire and Emergency Services Bylaw and Portable Sign Bylaw. All bylaws are available on the [City website](#) or upon request.

NOISE BYLAW

No person shall make, cause or permit any noise or sound on private or public property that disturbs, or is likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighborhood or vicinity. Quiet time is 11:00 P.M. to 7:00 A.M. Refer to BYLAW NO. 1 OF 2016 – Noise Bylaw for more information click [here](#).

INSURANCE REQUIREMENTS

The two insurance recommendations below are optional however they are highly recommended:

Outdoor Special Events (No Alcohol)

Event Liability Coverage (\$5 Million) which includes:

- Commercial General Liability
- Third Party Property Damage

Outdoor Special Events (With Alcohol)

Event Liability Coverage (\$5 Million) which includes:

- Host Liquor Liability Coverage
- Commercial General Liability
- Third Party Property Damage

Bouncy Castle and Amusement Insurance

All amusement rides and bouncy castles are required to be licensed with the Technical Safety Authority of Saskatchewan and all regulations in *The Amusement Ride Safety Act* need to be adhered to. A copy of the Act can be found [here](#). All Bouncy Castle providers must have 5 million in liability insurance to operate on city property.

ALCOHOL SALES & 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 the site and the type of event. Efforts the event organizer makes to ensure the alcohol sales/service area does not become the focal point of the event are important. History of an event may play a part in the approval of alcohol sales/service.

In order to obtain a Special Occasion Sales Liquor Permit for outdoor events, Saskatchewan Liquor and Gaming Authority mandates that approval is required by the City and provided when applying for the permit. To obtain the City approval, a [Special Occasion Permit Application Form](#) must be completed and submitted to the Community Services Department a **minimum of 4 weeks prior to the event**.

EVENT AND ACTIVITY RESTRICTIONS

The City places priority on requests for Outdoor Special Events which are open to the public and which have a recreational, cultural, and environmental or community wellness mandate. Private functions, commercial functions and/or events that are primarily religious or political in nature will be considered on a case by case basis. For the consideration of others living near or utilizing public parks, events are **not to be more than three (3) consecutive days**.

Activities not generally permitted include those which:

- May cause significant damage to the space or environment
- Are specifically prohibited by bylaw, policy and/or law
- Are distinctly incompatible with natural open space
- Involve undue risk to individuals or the City

SECURITY AND EMERGENCY MEDICAL SERVICES

A minimum of 1 trained security personnel is required for every 200 persons up to 1,000 and 1 trained security personnel is required for every additional 250 persons.

For events serving alcohol, SLGA may request additional security be provided. Security will also be responsible for contraventions of *The Alcohol and Gaming Regulation Act* and its Regulations. The Event Organizer must ensure that they have the ability to access additional security personnel as required.

The Event Organizer is responsible for notifying Parkland Ambulance of events that require on-site support. Parkland Ambulance will review the event information and provide recommendations in regards to first aid services on-site. Contact information (306) 953-9804.

FIRE PREVENTION SERVICES

The Event Organizer is responsible for ensuring that all fire prevention codes and policies are adhered to. This includes but is not limited to occupancy loads, fire extinguisher requirements, flammable and combustible material storage, extension cord regulations, and ensuring all required exits are clear of obstructions.

CONCESSIONS & FOOD SERVICE

Sites where existing concession contracts or agreements are in place, the existing arrangements will be respected and no additional food services will be permitted without prior approval.

When concessions and food service is permitted, food permit(s) must be obtained from the Prince Albert Parkland Health Region and displayed at the event. An applicable business license must also be obtained. For temporary food services please complete the form [here](#).

BUSINESS LICENSING & PERMITS

Any business, trade, profession, industry, occupation, employment, calling or anyone providing food, goods or service in the City is required to hold a valid City of Prince Albert Business License. This is also applicable for Outdoor Special Events. Licenses may be required for Farmers' and Flea Markets, Craft Sales or Trade Shows, Transient and Temporary Shows and Sales, and Food Trucks. For inquiries regarding Business Licenses please contact the Planning & Development Department at (306) 953-4370.

EVENTS USING OPEN WATER

Approval is required for use of the North Saskatchewan River as part of any event. Event Organizers must contact the Navigable Waters Protection Program and Transport Canada for the water portion of the event. The proper permits must be submitted to the City one week prior to the event. For inquiries please call (780) 495-8215 or visit this [link](#).

PARK USE & PUBLIC ACCESS

Utilizing parks and open spaces must be within regular hours:
City of Prince Albert green spaces and parks: 8 A.M. – midnight
Little Red River Park and Lakeland Ford Park: 7:00 A.M. – 10:00 P.M.

All parks must remain open to the general public at all times unless exclusive use has been granted by the City. Activity sites and crowd flow patterns will be established in consultation with the City prior to the event and careful consideration will be given to minimize damage to turf and plant material.

VEHICLE ACCESS WITHIN PARKS

If vehicle access is required, you will be responsible to communicate with Community Services – (306) 953-4804 with 2 to 4 week notice of the event so a timely review and response can be provided. Please note that not all requests will be granted. If vehicle access is approved, you will be provided a letter with instructions as to where that vehicle will be allowed to travel and how long that vehicle is allowed to remain in the park. Community Services will need the following information if you require Vehicle Access:

- Name of operator

- Vehicle Information: make, model and color
- Plate Number(s)
- Days and times requiring access

WASHROOM ACCESS

Washroom availability varies depending on the park being utilized and the time of the year. If you need extra washrooms it is the event organizer's responsibility to coordinate and rent portable toilets at their own expense. The following locations have washrooms available:

Little Red River Park - There are washrooms in the Knotty Pine Bistro. Please refer to the City of Prince Albert website for hours of operation or call 953-4879. There are also two seasonal outhouses within Little Red River Park.

SEASONAL WASHROOM ACCESS

Kinsmen Park - There are two seasonal washroom facilities onsite at Kinsmen Park. Washrooms are open Monday – Friday from 8 A.M. to 8 P.M., Saturday and Sunday from 11:30 A.M. – 8 P.M.

Lakeland Ford Park - There is two seasonal washroom facilities onsite.

Prime Ministers Park & Crescent Acres - There are portable toilets at these locations

ADMISSION CHARGES

Event Organizers may receive permission to earn revenue on site through admission fees, sales of event merchandise, charitable fundraising, and sales of food and beverages. This is intended to enable the Event Organizer to enhance the range of public programs and services at the special event. These permissions are normally limited to events coordinated by Not for Profit organizations. Events with tobacco or alcohol sponsorship are subject to additional restrictions.

MERCHANDISE SALES

Sales of merchandise and services are permitted only as a portion of a larger event. Merchandise and services must be related to the Outdoor Special Event and compatible with a public park or site. For more information on license required please see Business Licensing and Permits on page 6.

SPONSORSHIP SIGNAGE AND ON-SITE PROMOTIONS

Sponsorship signs are limited to the event area and must be directed at event participants only. Signs should be discreet and kept to a minimal level. Sponsorship signs must be approved by the City prior to installation. Sampling of sponsors product and product displays are permitted with approval of the Event Organizer and within the Outdoor Special Event approval process.

UTILITY LOCATES

If you will be staking anything into the ground you must mark this on your application and fees will apply. The event organizer is required to book underground utility locates through www.sask1stcall.com within 30 days of your event. It is the responsibility of the locate requester to preserve markings and

have facilities relocated if marks are not clearly visible. Fees do not apply for public locates through Sask1st Call, however fees do apply for the city to conduct our underground utilities and irrigation lines.

FEES & CHARGES

Item						
Outdoor Special Event Permit (early registration)	No Charge					
Outdoor Special Event Permit (less than 4 weeks' notice)	\$50					
Mobile, Portable stage & Amphitheatre cover - Business hours 8 AM - 4:30 PM	\$345 Setup Rate	\$345 Takedown Rate				
Mobile, Portable stage & Amphitheatre cover - Non Business hours	\$515 Setup Rate	\$515 Takedown Rate				
Privately owned or rented tents set up within public parks	The cost is based on the time taken to complete city utility locates. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>1 hour - \$50</td> <td>3 hours - \$140</td> </tr> <tr> <td>2 hours - \$100</td> <td>4 hours - \$180</td> </tr> </table>		1 hour - \$50	3 hours - \$140	2 hours - \$100	4 hours - \$180
1 hour - \$50	3 hours - \$140					
2 hours - \$100	4 hours - \$180					
Electrical Outlet Access	Please Contact: (306) 980-8489					
Irrigation Locates	(306) 980-8489					
Snow Removal	Please Contact Public Works: (306) 953-4901					
Street Sweep	(306)953-4901					
Garbage/Recycling Bins	(306)953-4901					
Meter Bagging	(306)953-4901					
Barricades	(306)953-4901					

The following items are the responsibility of the event organizer to rent, pay for and/or coordinate:

- Portable Washrooms
- Site Clean-up
- Fire & Emergency Medical Services
- Security
- Extra city services such as barricades, meter bagging, extra garbage and recycling receptacles

OUTDOOR SPECIAL EVENT PLANNING CHECKLIST

- Application form submitted to the Community Services Department**
- Dates, location and availability confirmed**
- Set up and take down times confirmed**
- Insurance certificates obtained**
- Detailed Site map submitted**
- Pre-event meeting schedule (if applicable) confirmed**
- Amenities confirmed** (staging, electrical access, utility locates, portable washrooms, PA system, letters to surrounding community, garbage/recycling, vehicle access etc.)
- Determine and confirm other service providers** (Police, Fire, Public Health, SLGA, Parkland Ambulance, Security)
- Emergency action plan confirmed**
- Weather contingency plan**
- Confirm that all City Bylaws and Policies are being adhered to and that all required licenses have been obtained**

OUTDOOR SPECIAL EVENT CONTACTS

City of Prince Albert

Events in City Parks and Open Spaces – McKenzie Acton..... (306) 980-8489
Events in Outdoor Sport Fields – McKenzie Acton..... (306) 980-8489
Community Services Department (Vehicle Access & Special Occasion Permit)..... (306) 953-4800
Kinsmen Park - Onsite Staff Assistance..... (306) 960-5148
Duty Foreman – After Hour Emergencies Only..... (306) 953- 4284
Planning and Development Services (Business Licenses & Signage)..... (306) 953-4370
Public Works (Garbage, Recycle and Barricade rentals)..... (306) 953-4900
Fire and Emergency Services..... (306) 953-4200
Police Services..... (306) 953-4240
Bylaw Services..... (306) 953-4906

Other Contacts

Parkland Ambulance..... (306) 953-9800
Parkland Health Region (Public Health Inspection)..... (306) 765-6600
Saskatchewan Liquor and Gaming Authority..... (306) 787-5563
Navigation Protection Program..... (780) 495-8215
Technical Safety Authority of Saskatchewan..... (306) 933-5045

During Event Inquiries and Assistance

Days	Time	Location	Contact
Monday – Friday	8:00AM - 4:45PM	Alfred Jenkins Field House	(306) 980-8489
Monday – Sunday	11:30 AM - 9 PM	Kinsmen Park Staff Onsite	(306) 960-5148
Monday – Sunday	8 – 4:45 PM	Little Red River Park	(306) 953-4800
After Hours Emergency		City Duty Foreman - (fees apply)	(306) 953-4284

All other Parks and Green Space Bookings

Days	Time	Location	Contact
After Hours Emergency		City Duty Foreman – (fees apply)	(306) 953-4284