

**OUTDOOR SPECIAL EVENTS APPLICATION FORM**

**1. General Information**

<b>Name and Address of Organization:</b>		
<b>Type of Organization:</b>		<b>Non-Profit #:</b>
<b>Event Name:</b>	<b>Proposed Event Location:</b>	
<b>Event Organizer Name:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Event Organizer Mailing Address:</b>		
<b>Onsite Supervisor:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Event Dates:</b>		<b>Projected Peak Attendance:</b>
<b>Event Start Time:</b>		<b>Event End Time:</b>
<b>Setup Date:</b>		<b>Setup Times:</b>
<b>Clean Up Date:</b>		<b>Clean Up Times:</b>
<b>Require Vehicle Access?</b> <input type="checkbox"/> Yes / No <input type="checkbox"/>	<b>Charging Admission?</b> <input type="checkbox"/> Yes / No <input type="checkbox"/>	<b>Selling Merchandise?</b> <input type="checkbox"/> Yes / No <input type="checkbox"/>
If you require vehicle access, please contact the Community Services Department: (306) 953-4804 or email: csd@citypa.com		

**2. Event Details**

**Type of Event and amenities:** (Check all That Apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Beer Gardens         | <input type="checkbox"/> Fitness Class/Sporting Event   | <input type="checkbox"/> Other_____       |
| <input type="checkbox"/> Concession           | <input type="checkbox"/> Fundraising Event              | <input type="checkbox"/> Party/Reception  |
| <input type="checkbox"/> Concert/Festival     | <input type="checkbox"/> Inflatables (Activity Bouncer) | <input type="checkbox"/> Petting Zoo      |
| <input type="checkbox"/> Demonstration/Parade | Company:_____   | <input type="checkbox"/> Run/walk         |
| <input type="checkbox"/> Farmers Market       | <input type="checkbox"/> Open water                     | <input type="checkbox"/> Wedding Ceremony |
| <input type="checkbox"/> Fireworks Display    |   |   |

### 3. Event Location Information: Find a location on this [Interactive Map](#)

**Location:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Kinsmen Park           | <input type="checkbox"/> Rotary Trail North | <input type="checkbox"/> Rotary Trail South |
| <input type="checkbox"/> Little Red River Park  | <input type="checkbox"/> Rotary Trail East  | <input type="checkbox"/> Rotary Trail West  |
| <input type="checkbox"/> Other City Green Space |   |   |

**Provide details on the locations or sport fields to be used:**

**Site Specifications:**

**Please attach a detailed map of the location to be used and include the following:**

- The Location and number of tents to be erected with dimensions
- Temporary stage(s) – add location to the map
- Portable washrooms – number and location outlined on the map
- Garbage/recycling/barricades – numbers of each and 1 location for drop off
- Generators

### 4. Equipment & Other Event Requirements:

**Event requirements - Kinsmen Park only (Check all That Apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Amphitheatre       | <input type="checkbox"/> East Picnic Shelter | <input type="checkbox"/> Central Garden |
| <input type="checkbox"/> Amphitheatre Cover | <input type="checkbox"/> West Picnic Shelter |   |

**City Equipment (stages):**

- |   |   |
|---|---|
| <input type="checkbox"/> No Equipment Required                    | <input type="checkbox"/> Portable Stage (16 - 4'x 8' sections available)<br>Number of sections _____ Number of Stairs (1 or 2) ____ |
| <input type="checkbox"/> Mobile Stage (For indoor or outdoor use) |   |

**Tent use:**

- Will you be setting up privately owned or rented tents on public property (green space)?  
If yes, indicate the number of tents and dimensions for each \_\_\_\_\_.
- Note: The event organizer is required to request locates for underground utilities through Sask1st Call. The city will conduct our own utility locates. Fees apply and will be invoiced within 30 days of event.*

**Other Event Requirements (fees may apply):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Power Supply (select location) | <input type="checkbox"/> Garbage Bins #____ (fees) | <input type="checkbox"/> Irrigation Locates          |
| <input type="checkbox"/> Recycling Bins #____ (fees)    | <input type="checkbox"/> City Concession (AHC)     | <input type="checkbox"/> City utility locates (fees) |
| <input type="checkbox"/> Barricades #____ (fees)        | <input type="checkbox"/> Snow Removal (fees)       | <input type="checkbox"/> Street Sweep (fees)         |

**5. On-Site Event Details:**

**A) Description of the Event including Goal and Objectives:**

**B) Provide Details for a Weather Contingency Plan:**

**C) Event Security:**

**D) Traffic Control:**

**E) Provide your Parking Plan & Emergency Vehicle Access Plan:**

**F) Clean-up Plan:**

**WAIVER: OUTDOOR SPECIAL EVENT & EQUIPMENT RENTAL TERMS & CONDITIONS**

- The event organizer is responsible for obtaining proper liability insurance to ensure protection against any lawsuits arising from their function/event. The City of Prince Albert recommends that Event Liability Coverage in the amount of \$5 Million dollars is obtained and that coverage includes: Commercial General Liability, Third Party Property Damage/Bodily Injury, Tenants Legal Liability, and Host Liquor Liability (if applicable). All policies should also state the City of Prince Albert as an additional insured.
  
- For all green space bookings the licensee is responsible for the set-up and take down of all personal equipment, decorations etc. and the licensee will be responsible for all clean up including garbage following the event. A city parks staff will inspect your site and if not sufficiently cleaned a fee of **\$200.00** will be added to your rental. Please utilize the garbage receptacles at the facility or green space or contact Public Works to rent recycling or garbage receptacles prior to your event.
  
- Please ensure that parking is in public areas and not in residential property, on parks or green spaces. For vehicle access request contact the Community Services Department (306) 953-4804.
  
- Vendors at farmers' markets or similar events are not permitted to sell alcohol unless authorization has been granted by the City of Prince Albert.
  
- Every person who visits a park or outdoor playground must follow public health orders to prevent the transmission of Covid-19. Please review the Government of Saskatchewan Guidelines, if applicable before signing.

**EQUIPMENT RENTALS**

- The City's Community Services Department is responsible for delivery, setup, take down of the Amphitheatre cover, Mobile Stage and Portable Stage.
  
- Kinsmen Park picnic shelters may be reserved but it is the Licensee's responsibility to be on-site with the approved rental application & permit, as the Park Staff do not place a reserved sign or hold a shelter for a group. Bylaw may ask to see proof of the booking.

- The Licensee agrees to replace any equipment that was damaged during the rental period, excluding normal wear. Any Licensee or member of the Licensee causing damage, whether accidental or malicious, to the equipment will be held financially responsible for the repair or replacement of such damage. Failure to pay for said damages will result in the termination of further reservation until such payments have been received and the outstanding balance will go to collections after 180 days.
- If equipment is to remain outdoors overnight, then the Licensee is responsible to book and pay for Security Services to avoid vandalism.
- Equipment Cancellation Policy is a minimum of 3 working days prior to the start date of the rental. You will be charged in full if notice is not given.
- The City of Prince Albert will invoice the Licensee for the full amount prior to the rental date. Full rental fees must be paid prior to equipment use. If payment is not made in accordance with this clause, the booking and future bookings may be automatically cancelled. Payment is to be made to the City of Prince Albert and **paid at the Alfred Jenkins Field House – 2787 10 Avenue West, Prince Albert, SK S6V 6Z7**. Payment can be made with cash, cheque, credit or debit, Monday to Friday. Please call for operating hours. There is a \$30.00 charge for NSF cheques. Past due accounts will be charged at 1.5% interest over 30 days from the invoice date.

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**I confirm that I have read the Outdoor Special Event Planning Guide, waiver terms and conditions outlined above and all details in the application are said to be true. I will notify the City of Prince Albert of any changes made to the information provided in the application.**

\_\_\_\_\_  
*Applicant First and Last Name*                      *Applicant Signature*                      *Date*

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**City of Prince Albert Approval – Outdoor Special Event Permit. Approval of this application serves as a City of Prince Albert Outdoor Special Event Permit**

\_\_\_\_\_  
*Name & Title*                      *Signature*                      *Date*

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Office Use Only: Approved:  Yes or No     Invoiced:  Yes or No     Permit # \_\_\_\_\_