

## OUTDOOR SPECIAL EVENTS PLANNING GUIDE

### **Outdoor Special Events Application Form**

- 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.
- 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.
- Once completed in full, all 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 Form**

- Required for all Outdoor Events that serve alcohol and are hosted within City limits.
- 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 must be completed, signed and submitted to:

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

*Erin Hurd, Recreation Programmer*  
Phone: (306) 953-4816  
Fax: (306) 953-4821  
Email: [ehurd@citypa.com](mailto:ehurd@citypa.com)

**For Outdoor Sports Field events please contact:**

*Trina Bell, Recreation Programmer*  
Phone: (306) 953-4842  
Fax: (306) 953-4849  
Email: [tbell@citypa.com](mailto:tbell@citypa.com)

All registered events will take precedence over unregistered activities. It is mandatory that the Event Organizer 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 be subject to additional fees. For more information please refer to Fees and Charges.

| <b>Event Date</b>                      | <b>Deadline</b> |
|--|-----------------|
| January, February, March, April        | December 1      |
| May, June, July, August                | April 1         |
| September, October, November, December | August 1        |

### **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 at [www.citypa.ca](http://www.citypa.ca) 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 in the evening to 7:00 in the morning. Refer to BYLAW NO. 1 OF 2016 – Noise Bylaw for more information: <http://citypa.ca/City-Hall/Bylaws/Noise-Bylaw>

### **INSURANCE REQUIREMENTS**

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 at:

<http://www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/A18-2.pdf>. 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**.

**PUBLIC SAFETY COMPLIANCE TEAM**

All events with alcohol and more than 200 people in attendance require consultation with the Public Safety Compliance Team prior to the event. The Public Safety Compliance Team is comprised of members of the Prince Albert Police Service, Prince Albert Fire Department, Prince Albert Bylaw Services, Parkland Ambulance, Community Services Department and Saskatchewan Liquor and Gaming Authority. This group will provide information to the Event Organizer on safety standards that are to be adhered to and monitored throughout 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.

### **BUSINESS LICENSING**

Any business, trade, profession, industry, occupation, employment, calling or anyone providing 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 are required for Farmers' and Flea Markets, Craft Sales or Trade Shows, Transient and Temporary Shows and Sales, and Corn, Fruit and Fish 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 1 week prior to the event. For inquiries please call (780) 495-8215.



### **PARK USE & PUBLIC ACCESS**

Utilizing parks and open spaces must be within regular hours:

City of Prince Albert green spaces and parks: 8 AM – midnight

Little Red River Park and Lakeland Ford Park: 7:00 AM – 10:00 PM

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. If you need extra washrooms it is the event organizer's responsibility to rent portable toilets at their own expense. The following locations have washrooms available:

**Kinsmen Park** - There are two washroom facilities onsite at Kinsmen Park. Washrooms are open Monday – Friday from 8 AM to 8 PM, Saturday and Sundays from 11:30 AM – 8 PM.

**Lakeland Ford Park** - There is two washroom facility onsite.

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

**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. A list of vendors and items to be sold must be submitted by the Event Organizer to the Department of Community Services for review before the permit is issued.

### **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.

### **EVENT PLANNING MEETINGS**

Once application forms have been approved the Event Organizer will be required to set the following meetings:

- All required documentation was be submitted to the Community Services Department before applications are approved.
- After the application has been approved, The Community Services Department may request 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 also be conducted to review the condition of the site.

### **CANCELLATION POLICIES**

Cancellation of the event by the Event Organizer must be made in writing 2 weeks prior to the event start date. Failure to do so will jeopardize the Event Organizer's future right to book events and may be subject to cancellation penalties if any costs have been incurred by the City.

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)

**FEES & CHARGES**

| <b>Item</b>  | <b>2019 Fee</b>                       | <b>2019 Fee</b>     |
|--|---------------------------------------|---------------------|
| Outdoor Special Event Permit<br>(early registration)                                 | No Charge                             |                     |
| Outdoor Special Event Permit<br>(less than 4 weeks' notice)                          | \$50                                  |                     |
| Mobile, Portable stage & Amphitheatre<br>cover - Business hours<br>8:00 am - 4:30 pm | \$325 Setup Rate                      | \$325 Takedown Rate |
| Mobile, Portable stage & Amphitheatre<br>cover - Non Business hours                  | \$485 Setup Rate                      | \$485 Takedown Rate |
| Privately Owned Tents & Equipment<br>set up within public parks                      | \$485 per day                         |                     |
| Bleacher Rentals   | Please Contact: (306) 953-4816        |                     |
| Electrical Outlet Access   | Please Contact: (306) 953-4816        |                     |
| Water Access & Hook-up   | Please Contact: (306) 953-4816        |                     |
| Irrigation Locates   | Please Contact: (306) 953-4816        |                     |
| Street Post Banner Hanging   | Please Contact: (306) 953-4816        |                     |
| Snow Fencing   | Please Contact: (306) 953-4816        |                     |
| Snow Removal   | Please Contact: (306) 953-4816        |                     |
| Street Sweep   | Please Contact Public Works: 953-4901 |                     |
| Garbage/Recycling Cans   | Please Contact Public Works: 953-4901 |                     |
| Meter Bagging  | Please Contact Public Works: 953-4901 |                     |
| Barricades   | Please Contact Public Works: 953-4901 |                     |

The following fees/charges are the responsibility of the event organizer to 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**
- Site map submitted**
- Pre-event meeting schedule confirmed**

- Amenities confirmed** (staging, bleachers, electrical & water access, portable washrooms, PA system, letters to surrounding community, garbage/recycling, fencing, vehicle access)
- 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 – Erin Hurd..... (306) 953-4816  
 Events in Outdoor Sport Fields – Trina Bell..... (306) 953-4842  
 Community Services Department (vehicle access)..... (306) 953-4800  
 Kinsmen Park - Onsite Staff Assistance..... (306) 960-5148  
 Duty Foreman – After Hour Emergencies Only..... (306) 953- 4284  
 Planning and Development Services..... (306) 953-4370  
 Public Works (Garbage/Recycle 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

#### **Kinsmen Park**

| Days                  | Time            | Location                         | Contact        |
|-----------------------|-----------------|----------------------------------|----------------|
| Monday – Friday       | 8 – 11:30 AM    | Margo Fournier Center            | (306) 953-4816 |
| Monday – Sunday       | 11:30 AM - 9 PM | Kinsmen Park Staff Onsite        | (306) 960-5148 |
| After Hours Emergency |                 | City Duty Foreman - (fees apply) | (306) 953-4284 |

#### **All other Parks and Green Space Bookings**

| Days                  | Time           | Location                         | Contact        |
|-----------------------|----------------|----------------------------------|----------------|
| Monday – Friday       | 8 AM – 4:45 PM | Margo Fournier Center            | (306) 953-4816 |
| After Hours Emergency |                | City Duty Foreman – (fees apply) | (306) 953-4284 |