



**OUTDOOR SPECIAL EVENTS APPLICATION FORM**

<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? Yes / No</b>	<b>Charging Admission? Yes / No</b>	<b>Selling Merchandise? Yes / No</b>	
If you require vehicle access, please contact the Community Services Department: (306) 953-4804			

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

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Run/Walk                        | <input type="checkbox"/> Fireworks Display              | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Concert/Festival                | <input type="checkbox"/> Inflatables (Activity Bouncer) |                                      |
| <input type="checkbox"/> Demonstration/Parade            | <input type="checkbox"/> Petting Zoo                    |                                      |
| <input type="checkbox"/> Filming                         | <input type="checkbox"/> Concession                     |                                      |
| <input type="checkbox"/> Fundraising Event               | <input type="checkbox"/> Beer Gardens                   |                                      |
| <input type="checkbox"/> Party/Reception                 | <input type="checkbox"/> Wedding Ceremony               |                                      |
| <input type="checkbox"/> Fitness Class or Sporting Event | <input type="checkbox"/> Open Water                     |                                      |



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

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

**Location:**

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

**Event Requirements:** (Check all That Apply)

**Kinsmen Park:**

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

**Equipment Rentals:**

- |   |  |
|---|--|
| <input type="checkbox"/> Mobile Stage (For indoor or outdoor use) | <input type="checkbox"/> Portable Stage (16- 4'x 8' sections available)<br>Number of sections _____<br>Number of sets of stairs (1 or 2) _____ |
|---|--|



**Provide Details on the Locations or Sport Fields to be used:**

**Other Requirements (all service are not available at every location):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Power Supply                   | <input type="checkbox"/> Water Supply                     | <input type="checkbox"/> Lights                 |
| <input type="checkbox"/> Garbage Bins_____ (fees apply) | <input type="checkbox"/> Recycling Bins_____ (fees apply) | <input type="checkbox"/> Bleachers (fees apply) |
| <input type="checkbox"/> Irrigation Locates             | <input type="checkbox"/> Barricades (fees may apply)      | <input type="checkbox"/> Snow Fencing _____ft   |
| <input type="checkbox"/> Snow Removal (fees apply)      | <input type="checkbox"/> Street Sweep (fees apply)        | <input type="checkbox"/> City Concession        |

**Site Specifications:**

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

- Tents to be erected
- Temporary stages
- Portable washrooms
- Garbage/recycling
- Generators

**Additional Responsibilities - Please provide information on the following:**

Parking Plan:

Event Security:

Traffic Control:

Site Clean Up Plan:

Emergency Vehicle Access:

## OUTDOOR SPECIAL EVENT & EQUIPMENT RENTAL TERMS & CONDITIONS

### EQUIPMENT RENTALS

1. The City of Prince Albert Community Services is responsible for delivery, setup, take down of the Kinsmen Park Amphitheatre cover, Mobile Stage and Portable Stage.
2. For bleacher bookings, the Licensee will be billed directly by John's Towing for the transportation to and from the event location at the rate set by the company. Payment must be made before the bleachers will be moved. Bleachers use are not permitted in Kinsmen Park or outside of city limits.
3. 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.
4. 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.
5. If equipment is to remain outdoors overnight, then the Licensee is responsible to book and pay for Security Services to avoid vandalism.
6. 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.
7. 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 payable to the City of Prince Albert and paid at the Margo Fournier Center - 1211 1st Avenue West, Prince Albert, SK S6V 4Y8. Payment can be made with cash, cheque, credit or debit. Hours are Monday to Friday from 8:00 am - 12 pm, 1:00 pm - 4:45 pm. 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.

ALL OUTDOOR EVENTS

8. 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.

9. 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. Please utilize the garbage receptacles at the facility or green space or contact Public Works to rent recycling or garbage receptacles.

10. 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.

11. 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 and the *Outdoor Special Events and Equipment – Covid 19 Guidelines* attachment before signing your application to request a permit.

Signature: \_\_\_\_\_

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

Applicant Name and Title	Applicant Signature	Date

**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 and Title	Signature	Date

Approval: Yes or No

**Office Use:** Permit # \_\_\_\_\_ Invoice # \_\_\_\_\_ Date: \_\_\_\_\_