

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	73
Section:	Community Services	Issued:	July 6, 2015
Subject:	Outdoor Special Event Policy	Effective:	July 6, 2015
Council Resolution # and Date:	Council Resolution No. 0372 of July 6, 2015	Page:	1 of 16
		Replaces:	
Issued by:	Derek Blais, Recreation Manager	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01** To provide administrative direction and guidelines for all requests to host Outdoor Special Events in City parks, sport fields, streets, parking lots and open spaces.

2 PURPOSE

- 2.01** To establish an administrative process and provide logistical support for Event Organizers looking to host Outdoor Special Events.
- 2.02** To ensure that all costs incurred by the City as a result of the Outdoor Special Event are recovered from the applicant.
- 2.03** To confirm that the Event Organizer has sufficient Public Liability insurance coverage thereby ensuring that, in the event of an accident, all persons including participants are protected from any possible claim or suit arising from the Outdoor Special Event.
- 2.04** To outline the process for Special Occasion Sales Permit applications for outdoor events requiring a Saskatchewan Liquor and Gaming Authority liquor sales permit.

3 SCOPE

- 3.01** This Statement of Policy applies to all Outdoor Special Events held in City parks, sport fields, streets, parking lots and open spaces within the City of Prince Albert or requests for City Services to be provided for Special Events booked within City limits.

4 RESPONSIBILITY

4.01 City Council

- (a) Approval of the annual rates and fees.

4.02 Director, Community Services or Designate

- (a) Approve Outdoor Special Event Permit applications, Special Occasion

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Sales Permits and other necessary documents as outlined in this policy.

4.03 Community Services Department

- (a) Follow-up with the Event Organizer on Outdoor Special Event inquiries.
- (b) Prioritize and respond to Outdoor Special Event and Special Occasion Sales Permit application requests.
- (c) Communicate and consult with the Public Safety Compliance Team as required.
- (d) Coordinate the Outdoor Special Event locations and setup with the Event Organizer.

5 DEFINITIONS

5.01 In this Policy:

- (a) **CEREMONY** – a formal event to celebrate or solemnize something such as a wedding, an official opening, or an anniversary.
 - (b) **CITY** – the City of Prince Albert, its departments and staff.
 - (c) **CITY PARKING LOTS** – lands owned by the City or under the direction, control and management of the City, which has been, or will be, designated as a parking area under The Traffic Bylaw No. 1 of 2014, as amended.
 - (d) **CITY PARKS AND OPEN SPACES** – developed and undeveloped park areas and open spaces, trails, greenways, and plazas that are owned and managed by the City, and are used for public recreational purposes.
 - (e) **CITY STREETS** – public thoroughfares that are owned and managed by the City.
 - (f) **COMMUNITY SERVICES DEPARTMENT** – designated staff members in the City of Prince Albert Community Services Department.
 - (g) **CONTRACT/AGREEMENT** - the document by which the Event Operator agrees to certain terms and conditions for the use of part or all of City
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parks, streets, parking lots and open spaces.

- (h) **CYCLING EVENTS** – an event where bicycles are the main attraction.
 - (i) **DEMONSTRATION/RALLY** – a public show as a group to draw attention for or against an issue, cause, or person.
 - (j) **EVENT ORGANIZER** - the organization, group or individual(s) who are responsible for hosting the Special Event.
 - (k) **FESTIVALS** – a program or series of performances or other cultural events, usually held at regular intervals, often in one place.
 - (l) **OUTSIDE ORGANIZATIONS** - any provider of leisure services other than civic departments or agencies. Outside Organizations include other public agencies, non-profit, commercial and volunteer organizations.
 - (m) **OUTDOOR PERFORMANCES** – an outdoor event that involves a show, concert or performance as the main focus of the event.
 - (n) **PARADE** – all processions, races, marches, rallies, or demonstrations, and other activities or public events, with the exception of funeral processions, that require the temporary closing or obstruction of all or a portion of any street, sidewalk, or other public right of way that substantially hinders or prevents the normal flow of vehicular or pedestrian traffic along a street, sidewalk, or public right of way.
 - (o) **PUBLIC SAFETY COMPLIANCE TEAM** – 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. The purpose of this group is to provide information to the Event Organizer on safety standards that will need to be adhered to and monitored throughout the event.
 - (p) **RUNS/WALKS** – an organized run, walk or race along City paths or roadways for competition or fundraising.
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(q) **OUTDOOR SPECIAL EVENT** – any outdoor event where a large number of people are brought together to watch or participate, occurring for a limited or fixed duration that impacts the City by involving the use of City owned, or leased property. Activities that are part of a regular series or subscription are not deemed Special Events, unless they are an atypical activity outside the ordinary (e.g. a regular scheduled sporting event is not a Special Event, but a large tournament is a Special Event.)

(r) **SPECIAL OCCASION SALES PERMIT** – a confirmation letter provided by the City in order to obtain a Saskatchewan Liquor and Gaming Authority liquor sales permit for outdoor events.

(s) **SPORT FIELDS** – an outdoor playing area for various sporting activities.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Waiving of Fees & In-Kind Support Policy, as amended.

6.02 Major Events Policy, as amended.

6.03 Business License Bylaw, as amended.

6.04 The Alcohol and Gaming Regulation Act, Chapter A-18.011* of the Statutes of Saskatchewan, 1997 (February 1, 2003), as amended

6.05 The Amusement Ride Safety Act, Chapter A-18.2 of the Statutes of Saskatchewan, 1986, as amended.

6.06 The Parade Policy, as amended.

6.07 The Traffic Bylaw No. 1 of 2013, as amended.

6.08 The Noise Bylaw, as amended.

6.09 The Fire and Emergency Services Bylaw, as amended.

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7 PROCEDURE

7.01 APPLICATION PROCESS

- (a) **SITES** – Sites for Outdoor Special Events held in City parks, sport fields, streets, parking lots and open spaces must be approved by the Community Services Department in compliance with insurance coverage and other booking policies. Registered events take precedence over all unregistered activities. A number of City-owned and operated sites may be suitable for holding large scale events. Event Organizers must contact the Community Services Department to discuss sites that may be appropriate for the event.
 - (b) **SPACE AVAILABILITY** - The peak season for Outdoor Special Events is typically mid-May until mid-October. Space is available for programmed activity between 7:00 a.m. and 11:00 p.m. to coincide with the City's Noise Bylaw definition of daytime. Only one event is allowed in any given space at the same time. See section 7.02 (c) for details on how events will be prioritized.
 - (c) **EVENT RESTRICTIONS** - The City places priority on requests for space 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 may be considered on a case by case basis. If approved, these events will be required to adhere to the contents of this Policy and may also have additional conditions placed on them.
 - (d) **ACTIVITY RESTRICTIONS** - Event Organizers are to identify all activities they wish to include as part of their event in the application form. As the event develops and planned activities change, the Event Organizer must keep the City informed of these changes. All activities of an event are subject to prior approval of the City before the event. Each space may have amenities or be located within a community that makes it distinct from other spaces. These unique features, in part, determine what activities are appropriate or inappropriate. Activities that may be approved
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in one site may not be appropriate in another. In addition, condition of the space and availability of staff may be key factors in determining appropriateness of an activity. The activities will determine many of the conditions that will be put into place and which other regulating bodies need contacting. Most restrictions that will be put into place are to ensure public safety and preservation of the space setting.

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

- (e) **SPECIAL EVENT APPLICATIONS** - An Outdoor Special Event Application Form must be completed in full, to begin the processing of a request. Incomplete applications will take much longer to process than complete ones. Applications must be signed by an authorized representative. The application is to be submitted to the Community Services Department. Organizers are requested to provide enough detail in the application so that a decision can be made about the appropriateness of the venue for the event. The application will be reviewed and approved by the Community Services Department and may also require review by other City business units depending upon the event requests.
- (f) **OUTDOOR SPECIAL EVENT PERMITS** – Once Outdoor Special Event applications are approved, a City representative will sign the application. Signed applications will serve as an Outdoor Special Event permit and must be kept on the premises during the event. Obtaining a Special Events Permit does not waive the requirements of other external agencies. Further approvals may need to be obtained prior to the event taking place.
- (g) **REQUESTS FOR ALCOHOL SALES AND SERVICES** – 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

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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 that a confirmation letter is provided when applying for the permit. To obtain the confirmation letter, an application form must be completed and submitted to the Community Services Department a minimum of four (4) weeks prior to the event. The application form will be provided with the Outdoor Special Events application form.

The Event Organizer is obligated to provide the following information as part of the application:

- The exact name of the non-profit organization holding the event. Include a contact person's name and phone number.
- The date, time and location of the event.
- The projected number of guests attending.
- The purpose of the event and where the proceeds from the event will go.
- The security company to be used and the number of guards on duty.
- Provide a plan and indicate specifically where the alcohol area will be and if it will be fenced off or in a tent. The Event Organizer will also need to indicate where washrooms, emergency access and street closures (if applicable) are located.

After a Special Occasion Sales Permit is obtained from the City the Event Organizer will be responsible for the following:

- Adhering to the terms and conditions of the Special Occasion Liquor Permit.
 - Ensuring no glass containers are used.
 - Serving alcohol only in the contained area which was identified in the application submission.
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- Adhering to the security requirements for events with alcohol identified in this Policy.
- Providing proof of \$5,000,000 Host Liquor Liability insurance coverage

(h) **ADDITIONAL REQUESTS** - All additional requests, approvals, permissions and requirements will be need to be provided to the Community Services Department. The Event Organizer is required to keep the City informed of any changes as the event develops. Although initial approval for an event may be given, additional details may be required about program activities, production schedule, site layout, food and merchandise sales, vehicle access/use and public health and safety services. Event Organizers may also be asked to supply documentation as proof of licensing, insurance, indemnification and other legal requirements. It is important to note that although an event may receive approval to proceed with planning the event; final approval will be withheld until all conditions have been met.

7.02 BOOKING DEADLINES AND PRIORITIES

(a) **APPLICATION DEADLINES** – Applications received after the deadlines will be reviewed on a case by case basis and may be subject to additional fees.

<u>EVENT DATE</u>	<u>APPLICATION DEADLINE</u>
January, February, March, April	December 1
May, June, July, August	April 1
September, October, November, December	August 1

(b) **RENEWAL APPLICATIONS** - Traditional booking dates of Outdoor Special Events are generally respected from year to year, however; notice of intention to renew must be received in accordance to the submission deadlines above. Renewal applications will be reviewed and

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groups will be advised of the status of applications within two (2) weeks of the above submission deadlines.

(c) **PRIORITY OF ALLOCATING SPACE**

- 1st Priority – City events
- 2nd Priority – Annual events requesting same dates & locations
- 3rd Priority – Non-Profit organizations whose event is primarily of interest to the general public
- 4th Priority – Non-Profit or private group whose event is primarily of interest to the organizations

7.03 FEES AND CHARGES

- (a) **EQUIPMENT RENTALS** – The City has an inventory of items available for rent such as a mobile stage, a portable stage and bleachers. Rental fees are approved on a yearly basis by City Council and will be provided to the Event Organizer as part of the Outdoor Special Event application.
- (b) **FACILITY RENTALS** – Regular facility rental fees (if applicable) will be charged for Outdoor Special Events.
- (c) **PORTABLE WASHROOMS** – The Event Organizer is responsible for the installation of portable washrooms and all costs associated with the installation.
- (d) **SERVICE ACCESS** – Charges may apply for access to electricity and other utility services.
- (e) **SET UP SUPPORT SERVICES** – The number of City staff man hours used to assist in the event for setup/takedown will be charged directly to the Event Organizer.
- (f) **MAINTENANCE OR REPAIR** – The City will provide all normal maintenance services to its current routine standards including but not restricted to grass cutting, snow and ice clearing and any regular housekeeping/janitorial supplies and services at the event location before and during the event. Any additional maintenance required prior to or
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during the event, shall be at the sole cost and responsibility of the Event Organizer. If the City needs to take action to correct an immediate concern of public safety and if the action is made necessary solely because of the event, costs may be charged to the Event Organizer.

- (g) **DAMAGES** - Damage caused as a result of negligence or misconduct is the responsibility of the Event Organizer, whether caused directly by the Event Organizer, any associated third party or the general public in attendance. Failure to pay an invoice will jeopardize future booking requests.
 - (h) **GARBAGE, RECYCLING AND SITE CLEAN-UP** – Clean-up of the site by the Event Organizer during and after an event is mandatory. The City expects the site to be left in the condition it was first provided. There will be charges for City staff time and supplies required to return the site to its pre-event state if the clean-up is not done by the Event Organizer. On-site garbage cans are provided for use by the general public. Additional garbage bags and bins and recycle bins may be requested and may be included with the site rental fee. Any unused garbage bags are to be returned to Parks staff. In locations where Parks staff are assigned to a site, garbage and recycle collection assistance MAY be provided and will be included as part of the rental fee. In locations where staff are not assigned to a site, this service may be provided at an additional cost to the Event Organizer. All support beyond on site garbage cans must be requested and confirmed well before the event. Additional garbage and recycle bins come with a cost and are dropped off and picked up by the Public Works staff.
 - (i) **FIRE & EMERGENCY MEDICAL SERVICES** – The Event Organizer can refer to the Fire and Emergency Services Bylaw for the applicable fees for service.
 - (j) **EVENT SECURITY** - The contracting out of security and police services and all costs associated with it will be the responsibility of the Event Organizer.
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7.04 CITY FUNDING AVAILABLE FOR SPECIAL EVENTS

(a) **MAJOR EVENTS POLICY** – The City of Prince Albert recognizes the many benefits a community receives in hosting major events and understands that considerable resources are required to make such events successful. Funds are set aside annually to support large scale Art, Culture and Recreation events. In order to be eligible:

- An applicant must be registered under the Saskatchewan Non-Profit Corporations Act; organizations or groups that exist primarily for political or sectarian purposes or for the purpose of providing funding to other groups are not eligible for assistance under this Policy.
- An applicant must not have received assistance for the same purposes under any other program or policy of the City.
- An applicant must be applying for a Provincial games or National event that has representation from the majority of regions of Canada or international events that have representation from a minimum of an additional country. For the purposes of this Policy, major special events do not include conferences or trade exhibitions.
- Only major special events that have an operation budget greater than \$100,000 will be considered for funding.

For full criteria and the application procedures please refer to the Major Events Policy.

(b) **WAIVING OF FEES AND IN-KIND SUPPORT POLICY** – The City of Prince Albert has a policy for requests made for the waiving of fees or in-kind support. Event Organizers that are interested in applying for the waiving of fees or in-kind support must submit a request to the Community Services Department. Should an organization/applicant meet the requirements outlined in the Policy, a request will then be made to City Council for approval. If requirements are not met, the Community Services Department will provide a letter advising the organization/applicant that they are not eligible. For full criteria and the

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application procedures please refer to the Waiving of Fees & In-Kind Support Policy.

7.05 REGULATORY REQUIREMENTS

- (a) **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: Bicycle Bylaw, Business License Bylaw, Fire and Emergency Services Bylaw, Noise Bylaw, Portable Sign Bylaw, and Recreation Facilities and Parks Bylaw.
- (b) **CITY POLICIES** – 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 and No Smoking Policy for Facility Entrances, Outdoor Pools, and Spectator Areas.
- (c) **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. 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 information about Business Licenses and fees please refer to the Business License Bylaw.
- (d) **INSURANCE REQUIREMENTS** – The Event Organizer must maintain \$5,000,000 Public Liability insurance coverage for events without alcohol and an additional \$5,000,000 Host Liquor Liability insurance coverage for events with alcohol. The third party must also list the City of Prince Albert as an additional insured in its policy. Certificates of Insurance must be provided to the Community Services Department a minimum of one (1) week prior to the event. It is also recommended that large scale events obtain Event Cancellation Insurance to protect against losses in revenue should the event be cancelled.

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- (e) **PUBLIC SAFETY COMPLIANCE TEAM** – All Outdoor Special Events with more than 200 people in attendance require consultation with the Public Safety Compliance Team prior to the event.
- (f) **PUBLIC ACCESS AND CROWD FLOW** – Access to the parks and open space 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 should be established at the on-site meeting and careful consideration should be given to minimize damage to plant material.
- (g) **SECURITY REQUIREMENTS** - 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. Security personnel are required to have flashlights available as needed and will be required to circulate throughout the event area. For events serving alcohol, the Saskatchewan Liquor and Gaming Authority may request additional security be provided. They will also be responsible for contraventions of The Alcohol and Gaming Regulation Act and its Regulations. The Event Organizer must also ensure that they have the ability to access additional security personnel as required.
- (h) **CONCESSIONS AND FOOD SERVICE** - For sites where existing concession contracts or agreements are in place, the existing arrangements will be respected. When concessions and food service is permitted, food permit(s) must be obtained from the Prince Albert District Health Board and displayed at the event and an applicable business license must be acquired. All permits and licenses must be provided to the City one (1) week prior to the event.
- (i) **VEHICLE ACCESS AND GUIDELINES** – Vehicles will be allowed onto the event site to drop off and pick up equipment for the Special Event only during specified times and under the supervision of City staff. The specified times and areas are to be established at the site meeting. Parking on parks and open space is discouraged and will only be allowed if the vehicle is necessary to accommodate the success of an authorized event and only where and when approval is given in advance by the Community Services Department. During the pre-event inspection

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meeting, the Community Services Department will assess all requests that deal with vehicle access or parking on park and/or open space. The Community Services Department will then provide the Event Organizer with an estimate of the costs to provide an acceptable base, such as plywood or other cost effective solutions that will minimize the wear and tear on the surface.

- (j) **FIRE PREVENTION** – 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.
- (k) **EMERGENCY MEDICAL SERVICES** – The Event Organizer is responsible for notifying an Emergency Services provider of Outdoor Special Events that it will potentially require on-site support. The Emergency Services provider will review the event information and provide recommendations in regards to first aid services on-site.
- (l) **AMUSEMENT RIDES AND BOUNCY CASTLES** – 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.
- (m) **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 (1) week prior to the event.
- (n) **CANCELLATIONS BY THE EVENT ORGANIZER** – Cancellation of the event must be made in writing to the Community Services Department two (2) weeks prior to the event start date. Failure to do so will jeopardize the Event Organizer's future right to book events with the City of Prince Albert and may also be subject to cancellation penalties if any costs have been incurred by the City.

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(o) **CANCELLATIONS BY CITY** - The City of Prince Albert may in its sole discretion cancel Outdoor Special Events where:

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

(p) **EVENT PLANNING MEETINGS** – Once application forms have been approved the Event Organizer will be required to set the following meetings:

- Immediately following application approval book a meeting with the Community Services Department to review all event details.
- Four (4) weeks prior to the event, book a site walkthrough with the Community Services Department.
- Two (2) weeks prior to the event, book a meeting with the Public Safety Compliance Team, if applicable.
- One (1) week prior to the event the Event Organizer must ensure that all required documentation has been provided to the City and a final meeting is to be set to review all event details.
- The day before the event a site walkthrough is to be conducted with the Community Services Department to review the condition of the site and to ensure everything is in place.
- The day following the event a site walkthrough is to be conducted with the Community Services Department to review the condition of the site.

7.06 REVENUE GENERATION

(a) **ADMISSION CHARGES** – Event Organizers may receive permission to

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		Replaces:	
Issued by:	Derek Blais, Recreation Manager	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

earn revenue on site through admission fees, sale of event merchandise, charitable fundraising, and sale 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. Requests to conduct activities that are primarily commercial in nature, or not part of a larger Special Event and/or do not have a recreational, cultural, and environmental or community wellness mandate are discouraged but may be considered on a case by case basis. Events with tobacco or alcohol sponsorship are subject to additional restrictions.

- (b) **MERCHANDISE AND SERVICE 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. The type and/or number of vendors will influence the specific conditions that are applied by the City.

7.07 OUTDOOR SPECIAL EVENT SPONSORSHIP

- (a) **SPONSORSHIP SIGNAGE** - 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.
- (b) **ON-SITE PROMOTIONS** – Sampling of sponsors product and product displays are permitted with approval of the Event Organizer and within the Outdoor Special Event approval process. Passive distribution of written material at a booth may be permitted with Event Organizer approval and within the Outdoor Special Event approval process (garbage pickup implications).