



OUTDOOR SPECIAL EVENTS - APPLICATION FORM

1. General Information

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

Event Sharing:

Would you like the City of Prince Albert to share this event on the Events Calendar?

- Yes, this is a public event No, this is a private event

Emergency Services - Attendance at Event:

Does your event require emergency personnel to be in attendance at your event?

Prince Albert Fire Department: Yes No Unsure

Prince Albert Police Services: Yes No Unsure

Parkland Ambulance: Yes No Unsure



2. Event Details

Type of Event and Amenities: (Check all that apply)

- Beer Gardens
- Wedding Ceremony
- Fireworks Display
- Concession
- Fundraising Event
- Party/Reception
- Concert/Festival
- Demonstration/Parade
- Run/walk
- Farmers Market
- Other_____
- Inflatables (Activity Bouncer) Company:_____

Event Levels and Emergency Response Plans:

Events have multiple sets of criteria that determine if an event is a Level 1, 2, or 3. Please refer to page 1 of the Outdoor Special Events Planning Guide for the specific level criteria.

Level 3 events are **REQUIRED** to submit an Emergency Response Plan, no later than 6 weeks prior to the event, to receive approval for the event.

3. Event Location Information:

Location:

- Kinsmen Park
- Rotary Trail North
- Rotary Trail South
- Little Red River Park
- Rotary Trail East
- Rotary Trail West
- Other City Green Space

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 set up 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 single location identified for drop off
- Generators

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



4. Equipment & Other Event Requirements:

Event Requirements (Check all that apply)

Kinsmen Park:

- Amphitheatre
- East Picnic Shelter
- Central Garden
- Amphitheatre Cover
- West Picnic Shelter

Little Red River Park:

- Picnic Shelter 1 – Sledding Hill
- Picnic Shelter 2- Playground
- Picnic Shelter 3 – Knotty Pine
- Picnic Shelter 4 – Swinging Bridge
- Picnic Shelter 5 – West Woods

City Equipment (Stages):

- No Equipment Required
- Mobile Stage (For indoor or outdoor use)
- Portable Stage (16 - 4'x 8' sections available)
Number of sections _____ Number of Stairs (1 or 2) _____

Tent Use:

Will you be setting up privately owned or rented tents on public property (green space)?

Yes No

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 and identify their own utility locates. Fees will apply and be invoiced within 30 days of the event.

Other Event Requirements:

**** indicates that fees may apply. See Equipment Rental terms below for more information.**

- Power Supply (select locations)
- Garbage Bins #_____**
- Irrigation Locates **
- Recycling Bins #_____**
- City Concession (PMP)
- City Utility Locates **
- Barricades #_____**
- Snow Removal **
- Street Sweeping **
- No Parking Signs #_____**
- Meter Bagging #_____**
- Pylons #_____**



5. On-Site Event Details:

A) Description of the Event including Goals and Objectives (desired outcomes and measurable actions to achieving the goals):

B) Provide Details for a Weather Contingency Plan (a proactive strategy to mitigate potential disruptions caused by adverse weather conditions):

C) Event Security Plan:

D) Traffic Control Plan:



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 member 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.
- All parking is to be within public designated areas only and not to impede residential property, parks or green spaces. For vehicle access requests contact the Parks, Recreation, and Culture Department (306) 953-4804.
- Vendors at farmers’ markets or similar events are not permitted to sell alcohol without the authorization of the City of Prince Albert and proper licensing. An event involving alcohol is required to submit the Special Occasion Permit to the Parks, Recreation, and Culture Department.

EQUIPMENT RENTALS

- The City’s Parks, Recreation, and Culture Department is responsible for delivery, set up, and take down of the Amphitheatre cover, Mobile Stage and Portable Stage.
- Kinsmen Park and Little Red River 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. A copy of the contract is to be on site if asked to provide proof of the booking. A reservation of the picnic shelter does not equate to exclusive use of the space accompanying said shelter.
- The Licensee agrees to replace any equipment that is damaged during the rental period, excluding normal wear. Any Licensee, or member of the Licensee, causing damage whether accidental or



City of Prince Albert

PARKS, RECREATION & CULTURE DEPARTMENT

C/O Alfred Jenkins Field House
2787 10 Avenue West
Prince Albert, SK S6V 6Z7
Phone: 306-980-8489
Email: macton@citypa.com

malicious to the equipment will be held financially responsible for the repair or replacement of such damage. Failure to pay for said damage will result in the termination and/or denial of further reservations until such payments have been received. Outstanding balances for damage will go to Collections after 180 days.

- If the City equipment is to remain outdoors overnight, then the Licensee is responsible to book and pay for Security Services to avoid vandalism or theft.
- 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 adequate notice is not given.
- **City Equipment:** 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. Payments are to be submitted to the **Alfred Jenkins Field House** or can be made in person Monday to Friday during business hours. We accept cash, credit, debit or cheque made out to the City of Prince Albert. There is a \$30.00 charge for NSF cheques. Past due accounts will be charged 1.5% interest over 30 days from the invoice date.
- Any fees associated with services listed under the **Other Event Requirements** section will be calculated after the event is over and billed accordingly in a separate invoice. For inquiries regarding cost(s) for services, please contact Public Works directly at (306) 953-4142.

I confirm that all details in this application are true, and I have read and understand the Outdoor Special Event Planning Guide, and Waiver Terms and Conditions outlined above. I will notify the City of Prince Albert of any changes made to the information provided in this application.

Applicant Name (print)	Applicant Signature	Date
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City of Prince Albert Approval

An approved application serves as a City of Prince Albert Outdoor Special Event Permit

Name	Title
Signature	Date

Office Use Only:

Approved: <input type="checkbox"/> Yes or No <input type="checkbox"/>	Contract # _____
Invoiced: <input type="checkbox"/> Yes or No <input type="checkbox"/>	Event Level: _____
ERP Required: <input type="checkbox"/> Yes or No <input type="checkbox"/>	