



# OUTDOOR SPECIAL EVENT PLANNING GUIDE

**Parks, Recreation, and Culture Department**

**306-953-4989**

<https://www.citypa.ca/en/parks-recreation-and-culture/event-planning.aspx>

# TABLE OF CONTENTS

## Outdoor Special Event Information

Outdoor Special Events Applications	1
Special Occasion Permit Application (Events with Alcohol)	1
Application Submissions and Approvals	1
Special Event Booking Deadlines	2
Event Planning Meetings	2
Cancellation of Events and Equipment Rentals	2

## Event Venues

Parks	3
Pathways/Trails (Rotary Trail)	3
Camp Kitchens, Picnic Sites, and Warm Up Venues	3
Memorial Square	3
Block parties, Roadways, and Parades	3

## Event Logistics

Additional Permits, Approvals, and Policies	3
City Bylaws	4
Insurance Requirements	4
Alcohol Sales and Services	4
Event and Activity Restrictions	4
Security and Emergency Services	5
Concession and Food Services	6
Park Use and Public Access	6
Vehicle Access within Parks	6
Washroom Access	7
Merchandise Sales	7
Sponsorship, Signage, and On-site Promotions	7
Utility Locates	7

## Fees and Charges

## Outdoor Special Event Contact List

## Outdoor Special Event Check List

10



## Outdoor Special Event Information

Outdoor Special Events play an integral role in the spirit, health, and participation in the community that is the City of Prince Albert. Registered events will take precedence over unregistered activities. It is mandatory that the Event Organizer or designate is in attendance during the event and has the permit with them so it can be presented upon request.

The City of Prince Albert places different events into one of three categories depending on the size and type of event.

### Level 1

- No equipment requested
- Less than three hundred people
- No Alcohol Present
- No Fireworks Display

### Level 2

- Equipment requested
- Over 300 people
- May include a Fireworks Display
- Applicable fees

### Level 3

- Equipment requested
- Road closures
- Mobile Food Vendors
- Alcohol present (any size of event)
- Additional licensing and permission requirements
- May include a Fireworks Display
- Emergency Response Plan required
- Over 1,000 people
- Applicable fees

## Outdoor Special Event Applications

The Outdoor Special Event Application is required for all Outdoor Special Events hosted on City of Prince Albert property. Read the Outdoor Special Event Planning Guide to ensure your application is completed in full. Failure to do so will cause processing delays and your event may not be approved.

Once completed in full, the Parks, Recreation, and Culture Department will review applications. Final approval is granted once the application is signed by all applicable departments and serves as the Special Event Permit for the event.

The Prince Albert Exhibition Grounds & Car Guys Ballpark do not require an application form as these locations are leased to external organizations.

## Special Occasion Permit Application (Events with Alcohol)

A Special Occasion Permit application is required for all outdoor events hosted within city limits, on City of Prince Albert property. Submit a Special Occasion Permit application along with the Outdoor Special Events Application.

Events on private property with alcohol require an approved Special Occasion Permit Application to obtain a license from SLGA, including the Prince Albert Exhibition Grounds, Car Guys Ball Park, and Little Red River Park.

## Application Submissions and Approvals

Applications along with all required documents must be completed in full, signed and submitted. Incomplete applications will not be accepted.

For events in City Parks & Open Spaces or outdoor events that serve alcohol please contact: Parks, Recreation, and Culture at (306) 980-8489.

## Special Event Booking Deadlines

Applications received by the following deadlines are eligible for priority consideration and are subject to rejection or to additional fees. For more information, please refer to Fees and Charges.

Application Deadline	Event Date
December 1	February, March, April, May
March 1	June, July, August, September
July 1	October, November, December, January

## Event Planning Meetings

Events will receive approval after all documentation is submitted to the Parks, Recreation, and Culture Department. After approval, the Event Organizer may be required to set the following meetings as per the request of the Parks, Recreation, and Culture Department or any applicable department:

- An introductory meeting to review all event details.
- A pre-event and post-event site walkthrough are required to review the condition of the site and to ensure all requests are in place.

## Cancellation of Event and Equipment Refund Policy

The City of Prince Albert Cancellation Policy for events requires written cancellation, via email or letter.

A refund will be issued when the following conditions are met:

- Notice provided over 14 days (two weeks) in advance shall receive a full refund.
- Notice provided 7 to 14 days (one to two weeks) in advance shall receive a 50% refund.
- Notice provided less than 7 days (one week) in advance shall receive no refund.

The City of Prince Albert at its sole discretion may cancel Outdoor Special Events one or more of the following apply:

- 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).

Additionally, the City of Prince Albert may need to cancel or postpone the use of the facility due to a Force Majeure, defined as one or more of the following acts which makes an event performance impossible, infeasible or unsafe:

- a) Technical failures.
- b) Shortages of energy or other essential services.
- c) Labor disputes, including, without limitation, strikes, lockouts, job actions, or boycotts.
- d) Fires, Explosions, Floods.
- e) Acts of God.
- f) Acts or Regulations of any public authority or bureau, civil tumult, epidemic or pandemic.
- g) Acts of the public enemy.
- h) Acts or threats of terrorism.
- i) Civil disorder, such as threats, insurrections, riots or other forms of civil disorder in or around the facility or which the event coordinator reasonably believes jeopardizes the safety of the event performers, or any of the performers' personnel.
- j) Embargoes.
- k) Failure or delay of transportation of event equipment or performers.
- l) Death, disability, illness, injury or other inability to perform for the Event, including all associated personnel with the event.

## Event Venues

**An Outdoor Special Event Application is required to rent space within a city owned green space, trail, or park.**

### Parks

The City of Prince Albert has more than 2500 acres of parkland and over thirty-five parks.

### Trails

The Rotary Trail has over twenty three kilometers of 10 foot wide asphalt trails, accessible for all users and is available year-round.

## Camp Kitchens, Picnic Sites, and Warm Up Venues

Kinsmen Park and Little Red River Park have multiple shelters, free to use but must be booked through the Outdoor Special Event application process. Mair Park and Lions Park have picnic sites with fire pits that are free to use and operate on a first come first serve basis.

Warm up venues are available at Little Red River Park and are not booked for exclusive use.

## Memorial Square

Located in downtown Prince Albert, at City Hall. For more information call 306-953-4800.

## Block Parties, Roadways, and Parades

A block party is a social gathering where the residents of a particular neighborhood close the street to vehicles.

For more information view the City of Prince Albert website: <https://www.citypa.ca/en/index.aspx>

- A parade means any group of pedestrians marching or walking along a public roadway:
- Numbering twenty-five or more individuals,
- Any group of vehicles numbering ten or more, proceeding on a public roadway under a common leadership, except funeral processions and military parades.

To apply for a parade permit, please contact Public Works at (306) 953-4901.

## Event Logistics

### Additional Permits, Approvals, and 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.

Permits and policies to consider in the approval process could include:

- Block Party Policy
- Major Event Policy
- Mobile Food Vendor Policy
- Naming Rights and Sponsorship Policy
- Parade Policy
- Fireworks Permit
- Waiving of Fees and In-Kind Support Policy.

All policies are available on the city website: <https://policies.citypa.ca/Modules/Policies/Bylaw/Search>.

## City Bylaws

All Outdoor Special Events must be in accordance with City of Prince Albert Bylaws. Bylaws can be found on the City of Prince Albert Website: <https://www.citypa.ca/Modules/Bylaws/Bylaw/Search>

## Insurance Requirements

### **Insurance is mandatory for Level 2 and 3 events.**

Optional for level 1 events  
Refer to page 2 for level description.

### **Outdoor Special Events (No Alcohol) - Level 2**

Event Liability Coverage (\$5 Million) which includes:

- Commercial General Liability
- Third Party Property Damage

### **Outdoor Special Events (With Alcohol) - Level 3**

Event Liability Coverage (\$5 Million) which includes:

- Host Liquor Liability Coverage
- Commercial General Liability
- Third Party Property Damage



### **Bouncy Castle and Amusement Insurance - Level 2 and 3**

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 must be adhered to. A copy of the Act can be found at

[https://www.tsask.ca/uploads/File/PDFs/Legislation/amusement\\_ride\\_safety\\_act.pdf](https://www.tsask.ca/uploads/File/PDFs/Legislation/amusement_ride_safety_act.pdf).

All Bouncy Castle providers must have five million in liability insurance to operate on city property.

## 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 type of event. Alcohol sales/services will not be made as the focal point of an event. History of an event may play a part in the approval of alcohol sales/services.

To obtain a Special Occasion Sales Liquor Permit for outdoor events, the 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 Parks, Recreation, and Culture Department a minimum of 4 weeks prior to the event.

## Event and Activity Restrictions

The city places priority on Outdoor Special Events which are public, have a recreational, cultural, environmental, and/or community wellness mandate. Private functions, commercial functions and/or events that are primarily religious or political in nature will be conducted through a review process. For the consideration of those living near or utilizing public parks, events are not to be more than three (3) consecutive days and may require the organizer to provide notice to the surrounding community.

Activities not permitted include those which:

- Cause considerable damage to the infrastructure
- Are specifically prohibited by bylaw, policy and/or law.
- Are distinctly incompatible with natural open space.
- Involve excessive risk to individuals or the city.

## Security and Emergency Services

Security and Emergency services are applicable for Level 2 and Level 3 Events. Refer to Outdoor Special Event Information for levels.

### **SECURITY**

A minimum of one (1) trained security personnel is required for every two hundred people up to 1,000 and one (1) trained security personnel is required for every additional 250 people. 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 can access additional security personnel as required.

### **EMS**

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 regarding first aid services on-site. Additional hourly charges may apply for presence at the event. Parkland Ambulance can be contacted at (306) 953-9804.

### **PRINCE ALBERT FIRE DEPARTMENT**

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, mobile food vendors fire suppression, fire extinguisher requirements, flammable and combustible material storage, extension cord regulations, permits, and ensuring all required exits are clear of obstructions. Additional hourly charges may apply for presence at the event.

Certain events may require the presence of a dedicated fire apparatus and crew for the duration of a high hazard event (i.e. demolition derby, stock car race). There are fees associated with dedicated coverage provided for such events. The Prince Albert Fire Department can be contacted at (306) 953-4200.

### **PRINCE ALBERT POLICE DEPARTMENT**

The Event Organizer is responsible for contacting Prince Albert Police Service to ensure that safety measures are met for those attending the event, via additional police presence, increased police awareness, etc.

The police become involved in an event in two ways - special duty or on duty.

#### Special Duty

The Police may provide the services of two or more uniformed police officers for special events at a cost to the applicant. Special duty officers may be required based on the following factors: anticipated attendance, location and length of event (one or multiple days), history of the event (incidents in the past), alcohol service, other events occurring in the city during the same time, and on duty policing resources that may be impacted. The Special duty officer requirement decisions are made by the Special Events Police Liaison in consultation with the Staff Sergeant of the Specialized Uniform Operations Division. The Coordinator will review the event and the above factors and will determine how many officers are required to maintain public safety. Event organizers must consider public safety in the pre-planning stages of their event and anticipate the possibility of policing and/or security costs.

#### On Duty

Whenever possible, the Police will provide on-duty resources for community-activism type events such as demonstrations or events to raise awareness of a public nature (e.g. parades, walks, runs, etc.). However, if the Police determine there are insufficient on-duty resources available during the event, the organizers will be required to hire special duty officers at their expense. The number of officers will vary and is dependent upon the number of duty officers available. The decision regarding what is the most appropriate delegation of police resources and how many police officers may be required is guided by public and officer safety.

The Prince Albert Police Services can be contacted at (306) 953-4240.



## Concessions and Food Service

The existing agreements where concession contracts are in place will be respected and no additional food services will be permitted without prior approval.

When concessions and food service are 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. For temporary food services please complete the form here:

<https://www.citypa.ca/en/building-business-and-development/business-licences.aspx#Reasons-you-would-not-require-a-business-licence>

Food Trucks that have their own business license will require a letter of approval from the event organizer in order to operate within the event space.

## Business Licensing and Permits

Any business, trade, profession, industry, occupation, employment, calling or anyone providing food, 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 may be required for Farmers' and Flea Markets, Craft Sales or Trade Shows, Transient and Temporary Shows and Sales, and Food Trucks. For inquiries regarding Business Licenses please contact the Community Planning & Development Department at (306) 953-4370.

## Park Use and Public Access

Utilizing parks and open spaces must be within regular hours:  
City of Prince Albert green spaces and parks: 8 A.M. – 11:00 P.M. or as posted  
Little Red River Park and Car Guys Park: 7:00 A.M. – 10:00 P.M.

All parks must remain open to the 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 infrastructure damage.

## Vehicle Access within Parks

If vehicle access is required, you will be responsible to submit a Vehicle Access Request Application with the Parks, Recreation, and Culture Department – (306) 953-4804 with 2 to 4 weeks' notice of the event.

Please note that not all requests will be granted. If vehicle access is approved, you will be provided with a letter with instructions as to where and when that vehicle will be allowed to travel in the park.

The Parks, Recreation, and Culture Department requires the following information:

- Name of operator,
- Vehicle Information: make, model and color,
- Plate Number(s),
- Days and times requiring access.

The city reserves the right to refuse any vehicle access to any park or green space based on site conditions, weather related events, etc.



## Washroom Access

Washroom availability varies depending on the park's utilization and the time of the year. If you need extra washrooms, it is the event organizer's responsibility to coordinate and rent portable toilets at their own expense. The following locations have washrooms available:

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

### SEASONAL WASHROOM ACCESS

Kinsmen Park - Two seasonal washroom facilities onsite. Washrooms are open Monday – Friday from 8 A.M. to 8 P.M., Saturday and Sunday from 11:30 A.M. – 8 P.M.

Car Guys Ball Park - Two seasonal washroom facilities onsite, available during ballpark use only.

Prime Ministers' Park & Crescent Acres - Portable toilets are made available.

Little Red River Park - Year-round washrooms at toboggan hill and Cosmo lodge. Available 7:30am-10:00pm.

## 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. For more information on the license required please see Business Licensing and Permits.

## 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 and product and product displays are permitted with approval of the Event Organizer and within the Outdoor Special Event approval process.

## Utility Locates

Fees do not apply for public locates through Sask1st Call; however, fees do apply for the city to conduct our underground utilities and irrigation lines locates.

If you are staking anything into the ground, you must indicate this on your application and fees apply. The event organizer is required to book underground utility locates through [www.sask1stcall.com](http://www.sask1stcall.com) within 30 days of your event. It is the responsibility of the locate requester to preserve markings and have facilities relocated if marks are not clearly visible.



## Fees and Charges

Outdoor Special Event Permit (early registration)	No Charge	
Outdoor Special Event Permit (less than 4 weeks notice)	\$50.00	
Mobile, Portable Stage, Amphitheatre Cover -Business Hours- M-F 8:00am - 4:30pm	Set Up \$402.00	Take Down \$402.00
Mobile, Portable Stage, Amphitheatre Cover -Non Business Hours-	Set Up \$600.25	Take Down \$600.25
After 3 Days (Business Hours) - Each Day	\$134	
After 3 Days (Non-Business Hours) - Each Day	\$200	
Irrigation and Electrical Locates	\$100	
Electrical Outlet Access	Contact Parks, Recreation, and Culture: (306) 980-8489	
Snow Removal	Contact Public Works: (306) 953-4142	
Street Sweeping		
Garbage/Recycle		
Meter Bagging		
Barricades		



# Outdoor Special Events Contacts

## City of Prince Albert

- Events in City Parks and Open Spaces –P,R&C..... (306) 953-4849
- Events in Outdoor Sport Fields.....(306) 953-4849
- Vehicle Access & Special Occasion Permit.....(306) 953-4800
- Kinsmen Park - Onsite Staff Assistance.....(306) 960-5148
- Duty Foreman – After Hour Emergencies Only.....(306) 953- 4284
- Planning and Development Services (Business Licenses & Signage).....(306) 953-4370
- Public Works (Garbage, Recycle and Barricade 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
- Technical Safety Authority (TSASK).....(306) 933-5045
- Car Guys Ball Park.....(306)-980-7185
- Prince Albert Exhibition Grounds.....(306) 764-1711

## During Event Inquiries and Assistance

Days	Time	Location	Contact
Monday - Friday	6:30am - 3:00pm	Alfred Jenkins Fieldhouse	(306) 980-8489
Monday - Sunday	11:30am - 9:00pm	Kinsmen Park Staff Onsite	(306) 960-5148
Monday - Sunday	8:00am - 4:45pm	Little Red River Park	(306) 953-4800
After Hours Emergency		City Duty Foreman - Fees Apply	(306) 953-4284



## Outdoor Special Events Checklist

- Application form submitted to the Parks, Recreation, and Culture Department**
- Dates, location, and availability confirmed**
- Set up and take down times confirmed**
- Insurance certificates obtained and submitted**
- Detailed Site map submitted**
- Pre-event meeting schedule (if applicable) confirmed**
  - Time
  - Place
  - Date
- Amenities confirmed** (staging, electrical access, utility locates, portable washrooms, PA system, letters to surrounding community, garbage/recycling, vehicle access etc.)
- Determine and confirm other service providers**
  - Police
  - Fire
  - Public Health
  - SLGA
  - Parkland Ambulance
  - Security
- Emergency action plan submitted and approved (if applicable)**
- All necessary licenses have been obtained**