



QUEEN ELIZABETH II COURTYARD APPLICATION FORM

Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Non-Profit Incorporation (if applicable)#: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (Res)\_\_\_\_\_ (Bus)\_\_\_\_\_ (Cell)\_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (Res)\_\_\_\_\_ (Bus)\_\_\_\_\_ (Cell)\_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Arrival Time for Event Setup	Actual Event Time	Takedown Completed by Time

What is the purpose of the event? \_\_\_\_\_

Please provide a DETAILED outline of the activities you plan to present (attach an additional sheet if more space is required). Include names/type of performers, speakers and all activities.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_ # of Performers \_\_\_\_\_

A site map must be completed and submitted along with this application. The map must include the location of all activities in the courtyard.

Will food and/or beverages be sold?  Yes  No  
 If yes, please specify the items to be sold and supplier:

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Will food and/or beverages be served?  Yes  No  
 If yes, please specify the items to be served:

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If permission to serve/sell food is given, the licensee must comply with the Regina Qu'Appelle Health District regulations. Call 306-766-7755 or view the website at [www.rqhealth.ca](http://www.rqhealth.ca). In the search box type in: temporary food event.

Will any goods or merchandise be sold to the public?  Yes  No  
 If yes, please specify the items to be sold and the prices to be charged:

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Will any goods or merchandise be handed out to the public?  Yes  No  
 If yes, please specify items to be handed out:

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Will donations in any form be solicited?  Yes  No

Are any corporations or business donating products, prizes, good, or money to your event?  
 Yes  No  
 If yes, please list sponsors:

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Will you be selling any raffle tickets?  Yes  No  
 If yes, group must obtain consent/license from Saskatchewan Liquor & Gaming Authority. Phone 306-787-5563 or visit their web site at [www.slga.gov.sk.ca](http://www.slga.gov.sk.ca)

Do you plan to post flyers, signs and/or banners during the event?  Yes  No  
 City of Regina staff must approve all signs prior to them being hung.

Dimensions of Sign	Text of Sign (including company logos)	Location of Sign

Do you plan to distribute any flyers, brochures, pamphlets or other printed material to the public?  
 Yes  No

Note: All printed materials to be distributed or displayed are subject to prior approval. Please forward your sample immediately. On the day of your event, unauthorized literature may be removed by City of Regina staff.

Will any dignitaries from the City of Regina, provincial government and/or federal government be at your event?  Yes  No

Name/Title	Attendance Confirmed? (Y/N)

Will any media be present to cover your event?  Yes  No

Media Organization	Attendance Confirmed? (Y/N)

How do you plan to publicize your event **AFTER** you have received your contract?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will any vehicles be in the courtyard?  Yes  No

If yes, please specify details below

Type of Vehicle	Licence Plate	Purpose	Arrival Time	Departure Time	Weight of Vehicle

Will any street closures be required?  Yes  No

If yes, please contact the City of Regina Roadways and Traffic for approval 306-777-7000.

Will the City Hall lay-bys be required to park vehicles?  Yes  No

Do you require access to electrical supply?  Yes  No

If yes, what amperage/voltage is required and for what purpose? \_\_\_\_\_

Item	Amperage/Voltage	Number of Outlets	Location

Note: All electrical requirements must be approved prior to your event by City of Regina technical staff.

Do you plan to erect your own tent(s), or canopy(ies) on the courtyard?  Yes  No

If yes, specify purpose, dimensions, supplier and location of proposed structure.

\_\_\_\_\_

\_\_\_\_\_

Note: You may also require a temporary structure permit from the Planning & Sustainability Department – 306-777-7283 or visit the web site at [Regina.ca](http://Regina.ca)

Do you have comprehensive liability insurance for this event?       Yes       No

If yes, please specify the amount of coverage. \$ \_\_\_\_\_

Notes:

Commissionaire services are required for events occurring outside of regular business hours (Monday to Friday 8 a.m. to 4:45 p.m.). The group shall pay all costs of services as arranged by the City of Regina.

Groups must comply with the Noise Abatement Bylaw No.6980 which states that it is against the bylaw to create noise that is a disturbance to others between 10pm and 7am.

I understand that permission to hold my event is not guaranteed until I have received my Contract from the Community Services Department.

I understand that as the contract holder for this event, I am responsible for any damaged, lost or misplaced City of Regina property or equipment, and that I will be liable for the repair or replacement cost incurred.

Applicant Signature \_\_\_\_\_      Date: \_\_\_\_\_

Please note that upon approval of the application, applicants may be contacted to discuss additional event specifics and requirements.

Please forward complete application to:

City of Regina  
Central Scheduling  
P.O. Box 1790  
Regina, SK S4P 3C8

Fax: 306-777-6826  
Phone: 306-777-7979  
email: [centralscheduling@regina.ca](mailto:centralscheduling@regina.ca)  
or drop off at the Central Scheduling office located in the Sportplex  
1717 Elphinstone Street

City use only