

## SPECIAL OCCASION APPLICATION

Saskatchewan Liquor and Gaming Authority (SLGA) requires written approval from the City of Regina before SLGA will issue a permit or licence for an outdoor special event serving alcohol on City of Regina property.

**Please complete this form and return with the attachments listed below.** Completed application forms including all attachments are due 10 business days before the event. Applications received less than 10 business days prior to the event may not be approved due to the short notice. If approved, written notice will be provided to you and SLGA within 14 days.

### Applications must be submitted to:

City of Regina  
Central Scheduling Office  
P.O. Box 1790, Regina, SK S4P 3C8  
Email: [citysquare@regina.ca](mailto:citysquare@regina.ca)

#### Section 1: Type of Event

Is this event being held on City-owned land or at a City-owned facility?  Yes  No

Is any part of this event being held outdoors?  Yes  No

#### Public Events

Community Event

#### Private Events

Sale Event

Non-Sale Event

Cost Recovery Event

**The Applicant will require an SLGA Special Occasion Permit/Licence.** For further information on SLGA permits/licences, please call 306-787-5563.

#### Section 2: Application Requirements

All attachments listed below should accompany this application. Incomplete applications will be returned without approval.

I have enclosed:

Security arrangements detail

Floor plan (clearly show:  fire exits,  refreshment area,  washrooms)

Regina Health Board Temporary Food Permit (if required)

Certificate of Insurance must include the following:

\$5,000,000 general liability coverage for an event serving and/or selling alcohol

\$1,000,000 automobile liability coverage is required for the use of each vehicle owned by the event organizer(s)

Description of the event, date(s) and times.

Additional Insured - City of Regina 2476 Victoria Avenue Regina, Sk S4P 3C8

The Certificate of Insurance must state that host liquor liability is included with, or not excluded from the coverage.

**Section 3: Event Information**

**Organization**

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

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

Applicant name: \_\_\_\_\_

Applicant phone/fax number:

**Phone**

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proceeds from the event to be used for: \_\_\_\_\_

\_\_\_\_\_

**Event**

Event date(s): \_\_\_\_\_

Event time(s): \_\_\_\_\_

Event location & name of location: \_\_\_\_\_  
(include street address)

Attach location description (include site/floor plan with the following)

- Fence height, if outdoors
- Washrooms (# of locations) \_\_\_\_\_
- Refreshment location(s)

Number of guests: \_\_\_\_\_

Security company: \_\_\_\_\_  
(include contact name and telephone number)

Security hours: \_\_\_\_\_

Number of Guards: \_\_\_\_\_  
(one guard per 100 guests)

Other \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date