

# City Square Booking Checklist

Before your application is processed:

- Complete and sign City Square Booking form application and submit to the City of Regina at [citysquares@regina.ca](mailto:citysquares@regina.ca).
- Complete and submit the required RPS Special Duty Application form if your event expects more than 500 people OR is serving alcohol. The form can be found at <http://www.reginapolice.ca/resources/special-duty-request-form/>
- Complete the City Square maps filled up and submit to the City of Regina at [citysquares@regina.ca](mailto:citysquares@regina.ca).

*Note: The above documents must be submitted a minimum of five (5) weeks prior to the event. Applications will not be processed unless all of the above documents are submitted and complete.*

After your application is processed:

- Sign the Permit (Rental Contract) and email it back to [citysquares@regina.ca](mailto:citysquares@regina.ca).
- Contact Service Regina at 306-777-7000 for any street closures and/or bagged meters other than on the Plaza, as indicated on the application form.
- Obtain an alcohol permit by Saskatchewan Liquor & Gaming Authority and the City of Regina (if applicable).  
SLGA: <https://www.slga.com/permits-and-licences/liquor-permits>
- Obtain Food permit from the Regina Qu'Appelle Health Region (if food will be served or there are mobile vendors). <http://www.rqhealth.ca/department/environmental-health/temporary-food-and-drink-concessions>
- Obtain a Raffle consent/license from the Saskatchewan Liquor & Gaming Authority (if applicable). <https://www.slga.com/permits-and-licences/charitable-gaming/raffles>
- Pay rental fees to the City of Regina, as per Rental Contract.
- Secure Electrical permit (if deemed necessary by the City of Regina upon assessment of your application).
- Obtain a Development Permit and Building Permit (if temporary structures or tents are over 10m<sup>2</sup> or there is more than one). <http://www.regina.ca/residents/city-planning/zoning-by-law-information/obtain-zoning-approvals/temporary-structures/>

- Complete a Special Occasion Application filled and submit to [citysquare@regina.ca](mailto:citysquare@regina.ca) (if applicable).
- Block Party Permit application filled and submitted to City of Regina Traffic Branch at 1640 11<sup>th</sup> Avenue, PO Box 1790, Regina, SK S4P 3C8 via mail or drop-in. (applicable if the event requires street closure other than The Plaza)  
<http://www.regina.ca/residents/licences/apply-permit/block-party/>
- Notification of Event letter template should be completed and sent to the City Square Businesses Contact List. Both the template and the contact list to be provided by the Community Consultant, Sport Facilities & Special Event.
- Final site plans submitted to [citysquare@regina.ca](mailto:citysquare@regina.ca) a minimum of four (4) weeks prior to the event.
- Fire inspection from RF&PA with notice given to the Fire Marshal's office a minimum of three (3) weeks prior to the inspection. Requests are sent to [fast@regina.ca](mailto:fast@regina.ca) (if applicable).
- Prepare for walk through a minimum of three (3) weeks prior to the event with the Community Consultant, Sport Facilities & Special Event.
- Certificate of Insurance submitted to [citysquare@regina.ca](mailto:citysquare@regina.ca) a minimum of ten (10) business days prior to the event.

*To subscribe or unsubscribe to the City Square Event Notification, please contact  
[citysquare@regina.ca](mailto:citysquare@regina.ca)*