

# City Square Booking Application

City Square Plaza, Victoria Park and F.W. Hill Mall

Submit completed application to:  
Central Scheduling Office,  
Co-operators Centre at Evraz Place  
1700 Elphinstone Street, S4P 2Z6  
E-Mail: [events@regina.ca](mailto:events@regina.ca)

Phone: 306-777-7883  
Fax: 306-777-6828

Applications must be received at the Central Scheduling Office no later than five weeks prior to the event.

## 1. EVENT ORGANIZER INFORMATION

Applicant Name : \_\_\_\_\_  
Address : \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone : Res : \_\_\_\_\_ Bus : \_\_\_\_\_ Cell : \_\_\_\_\_  
Fax : \_\_\_\_\_ Email : \_\_\_\_\_  
Alternate Contact Name : \_\_\_\_\_  
Alternate Contact Phone : \_\_\_\_\_  
Alternate Contact Email : \_\_\_\_\_  
Hosting Organization : \_\_\_\_\_

## 2. EVENT INFORMATION

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

Event Website: \_\_\_\_\_

Can the City of Regina post the event on the City of Regina's City Square Calendar? Yes No

Do we have your permission to include the event website in the Calendar? Yes No

Anticipated Daily Attendance: \_\_\_\_\_

Special Duty Policing from the Regina Police Service will be required for events exceeding 500 people in attendance. Apply here : <http://www.reginapolice.ca/resources/special-duty-request-form/>

Admission Fees: \_\_\_\_\_

Check all applicable :

Open to the public	Demonstration	Concert/Performance	Parade
Sporting Activity	Festival/Carnival	Run/Walk/Marathon	BBQ/Picnic
Beer Garden	Other : _____		

Location requested (see maps) : [F.W. Hill Mall](#) and/or [City Plaza & Victoria Park](#)

City Plaza OR Section(s) of City Plaza : East Section  
West Section  
Stage Section

Victoria Park OR Section(s) of Victoria Park : A E  
B F  
C G  
D H

F.W. Hill Mall

## Requested Dates & Times

Activity	Preferred Dates	Start Time	Finish Time
Set-up			
Event			
Take Down/Clean Up			

Alternate Date(s) :

Note: Event organizers must agree to a site visit with the City of Regina three weeks prior to the event with their finalized plans.

### 3. INSURANCE

Organizers are required to purchase Certificate of Insurance through an insurance broker prior to their event being held in City Square.

**Certificate of Insurance must include the following :**

**\$5,000,000.00 coverage for events serving alcohol**

**\$2,000,000.00 coverage for events not serving alcohol**

**\$1,000,000.00 in automobile liability coverage is also required for the use of each vehicle owned by the event organizers**

**The City of Regina must be added as an Additional Insured on the insurance: City of Regina, 2476 Victoria Avenue, Regina, SK S4P 3C8**

Note: A copy of the Certificate of Insurance must be provided to the Parks, Recreation & Cultural Services Department at City Hall no later than 10 business days prior to the event.

The Certificate should include the **description of the event, date(s) and times.**

Events serving alcohol, the Certificate of Insurance must indicate that host liquor liability is included with, or not excluded from, coverage.

### 4. PERMITS & APPROVALS

#### 4.1 Will alcohol be served at the event?

**Yes**

**No**

- In addition to the above insurance requirements, events serving alcohol are required to obtain a liquor permit from the Saskatchewan Liquor & Gaming Authority (SLGA).
- The required Special Occasion Application form from the City of Regina will be sent to you once your City Square Booking Application form has been submitted.
- A Special Duty Police Officer from the Regina Police Service will also be required at the same time as the application is submitted for events serving alcohol and/or an attendance exceeding 500 people. Apply here: <http://reginapolice.ca/resources/special-duty-request-form/>

#### 4.2 Will food be served at the event?

**Yes**

**No**

- Regina Qu'Appelle Health Region requirements must be met for all temporary food events. <http://www.rqhealth.ca/department/environmental-health/temporary-food-and-drink-concessions>

#### 4.3 Vendors/food trucks/trailers (please list):

Note: All food trucks, trailers and vendors that are producing grease laden vapour cooking must have an **annual** fire inspection from Regina Fire & Protective Services prior to operation on City Owned property. The annual inspection is in effect from April 1st to March 31st. At least 3 weeks' notice must be given to the Fire Marshalls' office prior to the inspection. Requests for inspections can be sent to [FAST@regina.ca](mailto:FAST@regina.ca). The valid Fire Safety Certificate must be displayed in an obvious place within the vehicle.

Note: For Victoria Park only – after Development Permit approval from the Current Zoning Branch, a building permit application for temporary structure may be required for approval.

#### 4.4 Will there be a raffle or 50/50 draw?

**Yes**

**No**

- Saskatchewan Liquor & Gaming Authority issues licences in accordance with the Criminal Code of Canada, [The Alcohol and Gaming Regulation Act, 1997](#) and [The Gaming Licensing Regulations, 2007](#). Visit <https://www.sлга.com/permits-and-licences/charitable-gaming/raffles> for information on obtaining a raffle licence.

## 5. VEHICULAR TRAFFIC & CLOSURES

**5.1 Vehicles Required on City Square Plaza?** **Yes** **No**

If yes, specify details below:

Make & Model of Vehicle	Purpose	Date Required	Arrival & Departure Time
			/
			/
			/

Notes:

**All vehicles on City Square Plaza must remain stationary during the event.**

**5.2 Removal of bollards required?** **Yes** **No**

Note: A bollard is a short metal post used to divert traffic.

If yes, specify details below:

Location	Removal		Replacement	
	Date	Time	Date	Time

**5.3 Required street closures:**

\_\_\_\_\_

- For street closures and parking meters reservations: apply for a [Temporary Street Use Permit](#)

## 6. ELECTRICAL

**Access to electrical supply required?** **Yes** **No**

If yes, for what purpose?

Note: Electrical requirements may require approval through the City of Regina, Facilities Department prior to the event. The Power Cart is only available for use in Victoria Park at designated locations. There are no settings available for any lights on City Square.

## 7. EVENT SET-UP

**7.1 Proposed tent(s) and/or canopy(ies)?** **Yes** **No**

Purpose: \_\_\_\_\_  
 Dimensions: \_\_\_\_\_  
 Anchoring system: \_\_\_\_\_  
 Supplier: \_\_\_\_\_  
 Proposed location: \_\_\_\_\_

Note: Tent(s) or canopy(ies) **over 10m<sup>2</sup>** in size or **more than one 10m<sup>2</sup>** will require a temporary structure permit from the Planning and Development Services Department.

<https://www.regina.ca/bylaws-permits-licences/building-demolition/>

**7.2 Organizer provided amenities:**

Animals	BBQ/Grill	Dunk tank	Vendors	Stage(s)
Inflatable(s)	Garbage Bins	Bleachers	Portable Toilets	Fencing
Security	Lighting			

Other Details: \_\_\_\_\_

**7.3 Amplified Sound:**

Are you planning on having amplified sound?

**Yes**

**No**

Note: Groups must comply with the **Noise Abatement Bylaw No. 6980** as well as any specific conditions that may be applied to the permit in relation to noise.

**7.4 Requested City of Regina amenities (dependent on availability):**

Additional garbage bins

Protective fencing around plants/trees

Snow removal

Note: Additional fees may apply for services provided by the City of Regina.

I understand that, if approved, permitted use of the Plaza is subject to the following terms and conditions as well as the General Rules and Regulations which are attached. Additional conditions may also apply, in the City's sole discretion, based on review of the

**TERMS & CONDITIONS**

Event applications and detailed site maps must be received by the Central Scheduling Office **no later than five weeks** prior to the event.

For events at Victoria Park, Development Services must provide approval for any temporary structure through a Development Permit and/or a Building Permit prior to the event.

Event organizers must agree to a site visit with the City of Regina **three weeks** prior to the event with their **finalized plans**.

The Victoria Park Cenotaph and the FW Hill Mall Buffalo art work must be clear of all equipment and materials at all times.

No vehicles allowed in Victoria Park.

Permission must be granted by the City of Regina for any vehicle access on Plaza and/or FW Hill Mall paving stones.

City Staff will erect the fencing around the flowerbeds (as required).

All cords must be secured with electrical covers or secured with duct tape.

All structure supports and guide wires need to be marked with flag tape.

Nothing may be hung from or attached to the trees and light posts (posters, advertising, price lists, etc.).

I understand that permission to hold my event is not guaranteed until entered into a formal license agreement with the City and/or permit has been issued by the City.

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

The site map attached to this application must be completed and submitted along with this application. The map must include (if applicable) the proposed locations where alcohol will be served, washrooms, emergency access, street closures, garbage locations, exits and entrances to all temporary tents and any setbacks to the tent location from the property line

Final plans must be submitted to the City of Regina **no later than one month** prior to the event.

Failure to adhere to these Terms and Conditions may result in the cancellation of the event and/or additional fees.

\*Please note that upon approval of the application, event operators will be contacted to review specific details and requirements of the event.

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**Applicant Signature**

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**Date**

**PLEASE EMAIL THE APPLICATION FORM AND DETAILED MAPS to [events@regina.ca](mailto:events@regina.ca) and attach any related documents with the email.**