

CITY SQUARE TERMS & CONDITIONS

Event applications and detailed site maps must be received no later than five weeks 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. Additional conditions may also apply, in the City's sole discretion, based on review of the application.

Terms and Conditions:

- A site map 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.
- A Certificate of Insurance must be submitted a minimum of 10 days before the event. The Certificate of Insurance must list the City of Regina and its address as additional insured. A description, date, time and location of the event must also be listed on the Certificate of Insurance.
- The Victoria Park Cenotaph and the FW Hill Mall Buffalo artwork must be clear of equipment, fencing and materials at all times.
- Vehicles are not permitted in Victoria Park unless approved by the City of Regina.
- Food trucks are not permitted 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.
- All cords must be secured with electrical covers or 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.) in City Square.
- Final site plans must be submitted to the City of Regina no later than three weeks prior to the event.
- 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.

*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.

