

## APPLICATION FOR CITY SQUARE

**City of Regina, Central Scheduling Office, P.O. Box 1790, Regina, SK, S4P 3C8**  
 1700 Elphinstone Street, The Co-operators Centre at Evraz Place  
 Phone: (306) 777-7529 Fax: (306) 777-6826 E-mail: [centralscheduling@regina.ca](mailto:centralscheduling@regina.ca)

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

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

Applicant's Name: \_\_\_\_\_ Non-Profit Incorporation# \_\_\_\_\_

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

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

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Description (max. 50 words): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Events open to the public may be posted on the City of Regina City Square website calendar.** Do we have your approval to post your event?  Yes  No

Will your organization be promoting the event through its own website?  Yes  No  
 If yes, please provide the website URL: \_\_\_\_\_

Average Daily Attendance Numbers Anticipated: \_\_\_\_\_

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

Area of City Square Requested:

- City Plaza (Stage and Paving Stone Area on 12th Avenue)
- Victoria Park
- FW Hill Mall
- Scarth Street Between 12<sup>th</sup> Avenue and Victoria Avenue

Activity Start and finish Time	Requested Day and Date(s)
Set-up	
Event	
Take down	

Check all the boxes that apply to the event:		
<input type="checkbox"/> Open to the Public	<input type="checkbox"/> Sporting Activity	<input type="checkbox"/> Wedding/Ceremony/Reception
<input type="checkbox"/> Private Function	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Demonstration
<input type="checkbox"/> BBQ/Picnic	<input type="checkbox"/> Run/Walk/Marathon	<input type="checkbox"/> Parade
<input type="checkbox"/> Festival/Carnival	<input type="checkbox"/> Beer Garden	<input type="checkbox"/> Other (Please explain)

Will food be served or sold?  Yes  No

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

Will alcohol be served or sold?  Yes  No

**If you are planning on serving alcohol and are having a beer tent, you must fill out a Special Occasion Application from the City of Regina to receive your liquor permit from SLGA. A Certificate of Insurance showing evidence of \$5 million General Liability Insurance, including Host Liquor Liability will be required.**

Will you be selling any raffle tickets?  Yes  No

**If yes, group must obtain consent/license from Saskatchewan Liquor & Gaming Authority. Phone 787-5563 or visit their web site at [www.slga.gov.sk.ca](http://www.slga.gov.sk.ca)**

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

**Note: Location of posters and banners within City Square requires prior approval.**

Will any vehicles be on the City Square Plaza?  Yes  No

If yes, please specify details below. During the event all vehicles must remain stationary.

Type of Vehicle	Purpose	Arrival Time	Departure Time	Event Time

Will any street closures be required?  Yes  No

- Scarth Street
- Lorne Street

Will you require any meter to be bagged?  Yes  No

**Charges: \$5/meter to bag and a \$10/meter for every day it is bagged. You may request that the meter fees be waived.**

Do you require access to electrical supply?     Yes         No

If yes, for what purpose? \_\_\_\_\_

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

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

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

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**Tent(s) or canopy(ies) over 10m<sup>2</sup> in size will require a temporary structure permit from the Planning & Sustainability Department.**

Five million dollars of liability insurance is required for any event held in City Square that serves or consumes alcohol. Two million dollars is required for an event when there is no alcohol. Do you have comprehensive liability insurance for this event?     Yes     No

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

Depending on availability, the City of Regina may provide the items listed below for your event. Please check off the following services that you are requesting:

- |   |  |
|---|--|
| <input type="checkbox"/> Additional Garbage Barrels   | <input type="checkbox"/> Portable Flooring               |
| <input type="checkbox"/> Access to Power Cart   | <input type="checkbox"/> Fencing around plants and trees |
| <input type="checkbox"/> Snow Clearing  |  |
| <input type="checkbox"/> Other things you will require from the City of Regina if available _____ |  |

**Note: There may be a charge for service(s) provided by the City of Regina.**

Please indicate any other activities or equipment that you will be providing for your event:

- |  |  |
|--|--|
| <input type="checkbox"/> Animals                     | <input type="checkbox"/> Inflatable's (i.e. Dino Bouncers) |
| <input type="checkbox"/> BBQ's or Grills             | <input type="checkbox"/> Generators                        |
| <input type="checkbox"/> Dunk Tanks                  | <input type="checkbox"/> Bleachers                         |
| <input type="checkbox"/> Vendors                     | <input type="checkbox"/> Portable Toilets                  |
| <input type="checkbox"/> Additional Stages           | <input type="checkbox"/> Fencing                           |
| <input type="checkbox"/> Other/Further Details _____ |  |

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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 application.

**TERMS AND CONDITIONS**

Nothing may be set up on the cenotaph.

No vehicles allowed in Victoria Park.

Trailers must have plywood under the wheels of vehicles.

Permission must be received for any vehicles on the Plaza paving stones and cardboard must be placed under all vehicles.

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 to be hung from or attached to the trees (posters, advertising, price lists, etc.).

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.

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

I understand that as the contract 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 location where alcohol will be served, washrooms, emergency access and street closures.

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

\*Please note that upon approval of the application, event operators will be contacted to discuss additional events specifics and requirements.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Please indicate whether we may contact you with any further opportunities on programming or use of City of Regina facilities.**     **Yes**     **No**

FOR OFFICE USE ONLY	
Date Received: _____	Received By: _____

## **GENERAL RULES AND REGULATIONS**

The terms and conditions listed below apply to the use of the facility, park or open space for which this Permit is issued. In addition, the City of Regina has established bylaws, which govern the use of parks, open spaces and facilities located within the City of Regina. All licensees are required to abide by these bylaws and any applicable policies. In consideration of the terms and conditions set out below, the City of Regina and the Licensee agree as follows:

1. The City of Regina may cancel this Permit at any time with or without cause. In addition, the City of Regina may cancel this Permit without notice if cause is due to circumstances beyond its control. In such cases, an effort will be made to notify Licensees within a reasonable time. If the Permit is cancelled the Licensee will have no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever. Further, the City of Regina may change the date of the Permit if the facility, park or open space is required for other purposes. Advance payment fees will be refunded if this occurs.
2. The Licensee agrees to pay the applicable Permit fees in accordance with the terms under 'payment method' set out on the front of the Permit. When a booking is made less than 7 days in advance, the Licensee agrees to pay the applicable Permit fees at the time of booking. Failure to comply with this will result in cancellation of the Permit by the City of Regina.
3. The Licensee may be required to pay a deposit to compensate the City of Regina for any extra maintenance, damage, theft or callout costs. If the deposit is not used to compensate for any extra costs, the remaining balance of the deposit will be returned to the Licensee less any applicable administrative charges.
4. If the Licensee wishes to cancel this Permit, the Licensee must provide the City of Regina with written notice of the cancellation at least 7 days in advance of the reserved dates and times set out in the Permit. If the Licensee complies with this condition, his or her Permit fees will be returned less any applicable administrative charge. Failure to comply with this condition will result in the Licensee being charged for the full cost of the fees set out in the Permit. Rentals at the Sportplex are subject to the Sportplex cancellation rules and procedures.
5. Notwithstanding clause 4, for special events, the Licensee may be required to provide the City of Regina with written notice of a cancellation more than 7 days in advance of the reserved dates and times set out in the Permit. This requirement will be set out on the front of the Permit. If the Licensee complies with this condition, his or her Permit fees will be returned less any applicable administrative charge. Failure to comply with this condition will result in the Licensee being charged for the full cost of the fees set out in the Permit. Special events at the Sportplex are subject to the Sportplex cancellation rules and procedures.
6. This Permit is granted for the exclusive benefit of the Licensee and may not be transferred, assigned or sub-licensed to any other party.
7. The Licensee is responsible for the conduct and supervision of all persons using the facility, park or open space on the dates and times set out in the Permit.
8. The Licensee hereby agrees to save harmless and indemnify the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises.
9. The Licensee should purchase insurance to protect against any risks that are associated with the Licensee's activity. The Licensee should see an insurance broker to discuss these insurance needs. In the event of damage being caused to any City of Regina property or assets, the City of Regina may seek to recover those damages from the Licensee. The City of Regina is not responsible for any losses that the Licensee causes. The City of Regina does not accept any responsibility whatsoever for any losses, property damage or injury that may result from the Licensee's activity.
10. The City of Regina is not responsible for the loss or theft of the Licensee's property, or the property of anyone attending on the invitation of the Licensee.
11. The Licensee is responsible for all damage to facilities, equipment or furnishings, however caused, arising out of or during the use of the facilities set out in the Permit. Future Permit requests will not be considered for any Licensee that has an outstanding account with the City of Regina in this regard.
12. The City of Regina reserves the right to evict any individuals who are seen as not acting in the best interests of the program or activity or who display inappropriate behaviour.
13. The Licensee is subject to any provisions set out in any additional licensing or lease agreements that the Licensee has entered into with the City of Regina.
14. The Licensee understands the legislative requirements that relate to the activities and program being conducted and therefore is responsible for ensuring that these activities and the participants in them will comply with the requirements of any applicable federal or provincial legislation.
15. The facility, park or open space will be available for use only upon presentation of the Permit to the employee in charge (if applicable). The facility, park or open space is to be used only on the date(s) and hour(s) shown and for the purpose specified on the Permit.
16. The Licensee is prohibited from charging any admission fee for the use of the facility, park or open space unless authorized by the City of Regina.
17. The Licensee is prohibited from selling any goods or services in the facility, park or open space except as covered by written agreement with the City of Regina. Where the Licensee is authorized to sell goods or services, this shall be noted on the Permit.
18. The Licensee is prohibited from having any alcoholic beverages in the facility, park or open space unless the City of Regina gives written permission and the Licensee obtains a special occasion permit from Saskatchewan Liquor and Gaming Authority.
19. No smoking shall be permitted in the facility.
20. The Licensee is responsible for setting up, removing and cleaning facility equipment unless otherwise stated in the Permit.
21. The Licensee must ensure that keys or access cards for the facility are picked up, used and returned in accordance with the policy applicable to that facility. Where the Licensee fails to return a key or access card, the Licensee will be responsible for all costs associated with replacing the facility's locks.
22. If the Licensee requires security services, he or she shall pay all costs of such services as arranged by the City of Regina and included in the total Permit cost of the facility, park or open space.
23. The Licensee is solely responsible for payment of any applicable license fees to copyright societies (eg: SOCAN) with respect to the playing of live or recorded music in the facility.
24. The Licensee may not place any advertisement, notice, picture or decoration in the facility without the prior written consent of the City of Regina.

# City Square

