



**QUEEN ELIZABETH II COURTYARD
APPLICATION FORM**

Organization: _____

Applicant's Name: _____ Non-Profit Incorporation # (if applicable): _____

Address: _____ Postal Code: _____

Telephone: (Res.) _____ (Bus.) _____ (Cell) _____

Fax: _____ Email Address: _____

Alternate Contact: _____

Address: _____ Postal Code: _____

Telephone: (Res.) _____ (Bus.) _____ (Cell) _____

Fax: _____ Email Address: _____

Event Name: _____

Event Date: _____

Arrival Time for Event Set-up	Actual Event Time	Takedown Will Be Completed By What Time

What is the purpose of the event? _____

Please provide a DETAILED outline of the activities you plan to present (attach an additional sheet if more space is required). Include names/type of performers, speakers and all activities.

Estimated Daily Attendance: _____ # of Performers: _____

A site map must be completed and submitted along with this application. The map must include the location of all activities in the courtyard.

Will food and/or beverages be sold? Yes No

If yes, please specify the items to be sold and supplier:

Will food and/or beverages be served? Yes No

If yes, please specify the items to be served:

If permission to serve/sell food is given, the licensee must comply with the Regina Qu'Appelle Health District regulations. Call 306-766-7755 or view the website at www.rqhealth.ca. In the search box type in: temporary food event.

Will any goods or merchandise be sold to the public? Yes No

If yes, please specify the items to be sold and the prices to be charged:

Will any goods or merchandise be handed out to the public? Yes No

If yes, please specify items to be handed out:

Will donations in any form be solicited? Yes No

Are any corporations or business donating products, prizes, good, or money to your event?

Yes No

If yes, please list sponsors: _____

Will you be selling any raffle tickets? Yes No

If yes, group must obtain consent/license from Saskatchewan Liquor & Gaming Authority.

Phone 306-787-5563 or visit their web site at www.slga.gov.sk.ca

Do you plan to post flyers, signs and/or banners during the event? Yes No

City of Regina staff must approve all signs prior to them being hung.

Dimensions of Sign	Text of Sign (including company logos)	Location of Sign

Do you plan to distribute any flyers, brochures, pamphlets or other printed material to the public?

Yes No

Note: All printed materials to be distributed or displayed are subject to prior approval. Please forward your sample immediately. On the day of your event, unauthorized literature may be removed by City of Regina staff.

Will any dignitaries from the City of Regina, provincial government and/or federal government be at your event? Yes No

Name/Title	Attendance Confirmed? (Y/N)

Will any media be present to cover your event? Yes No

Media Organization	Attendance Confirmed? (Y/N)

How do you plan to publicize your event **AFTER** you have received your contract?

Will any vehicles be in the courtyard? Yes No

If yes, please specify details below:

Type of Vehicle	Licence Plate	Purpose	Arrival Time	Departure Time	Weight of Vehicle

Will any street closures be required? Yes No

If yes, please contact the City of Regina Roadways & Traffic Department for approval 306-777-7000.

Will the City Hall lay-bys be required to park vehicles? Yes No

Do you require access to electrical supply? Yes No

If yes, what amperage/voltage is required and for what purpose? _____

Item	Amperage/Voltage	Number of Outlets	Location

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

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

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

Note: You may also require a temporary structure permit from the Development Services Department 306-777-7551 or visit the web site at Regina.ca

Do you have comprehensive liability insurance for this event? Yes No

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

Notes:

Commissionaire services are required for events occurring outside of regular business hours (Monday to Friday 8:00 a.m. – 4:45 p.m.) that require access to City Hall. The group shall pay all costs of services as arranged by the City of Regina.

Groups must comply with the *Noise Abatement Bylaw No. 6980* which states that it is against the bylaw to create noise that is a disturbance to others between 10:00 p.m. and 7:00 a.m.

I understand that permission to hold my event is not guaranteed until I have received my Contract from the Community Services Department.

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

Applicant's Signature: _____ Date: _____

Please note that upon approval of the application, applicants may be contacted to discuss additional event specifics and requirements.

Please forward completed application to:

City of Regina
Central Scheduling
P.O. Box 1790
REGINA, SK S4P 3C8

Fax: 306-777-6826
Telephone: 306-777-7529
email: centralscheduling@regina.ca
or drop off at the Central Scheduling office located in the
Co-operators Centre at Evraz Place
1700 Elphinstone Street

City Use Only: