

OUTDOOR SPECIAL EVENTS PLANNING GUIDE

APPLICATION FORMS

The City of Prince Albert recognizes that Outdoor Special Events play an integral role in the community's spirit, health, and participation and strongly supports events in our community.

Outdoor Special Events Application Form

- Required for all Outdoor Special Events hosted on City of Prince Albert property.
- All applications will be reviewed by the Community Services Department and approval is granted once the application is signed by the City. The signed copy of the application will serve as the Special Event Permit for the event.
- The Prince Albert Exhibition Grounds, Lakeland Ford Park, and Little Red River Park do not require an application form as these locations are leased to external organizations but do require a Special Occasion Permit application if serving alcohol.

Special Occasion Permit Application Form

- Needs to be complete for ALL Outdoor Events serving alcohol within City limits.
- Also needs to be completed for indoor events within City owned Arenas and Sporting Facilities

APPLICATION APPROVALS

All registered events will take precedence over unregistered activities. It is mandatory that the Event Organizer is in attendance during the event and has the permit with them so it can be presented upon request.

ADDITIONAL PERMITS & APPROVALS

Obtaining a Special Events Permit from the City of Prince Albert does not waive the requirements of other external agencies. Further approvals may need to be obtained prior to the event taking place such as Business Licenses and Food Service Permits.

APPLICATION SUBMISSIONS

Applications must be completed, signed and submitted to:

For events in City Parks and Open Spaces or outdoor events that serve alcohol please contact:

Erin Hurd, Recreation Programmer
Phone: (306) 953-4816
Fax: (306) 953-4821
Email: ehurd@citypa.com

For Outdoor Sports Field events please contact:

Trina Bell, Recreation Programmer
Phone: (306) 953-4842
Fax: (306) 953-4849
Email: tbell@citypa.com

INSURANCE REQUIREMENTS

Outdoor Special Events (No Alcohol)

Event Liability Coverage (\$5 Million) which includes:

- Commercial General Liability
- Third Party Property Damage

Outdoor Special Events (With Alcohol)

Event Liability Coverage (\$5 Million) which includes:

- Host Liquor Liability Coverage
- Commercial General Liability
- Third Party Property Damage

ALCOHOL SALES & SERVICE

Sales or service of alcoholic beverages may be permitted only as a component of a larger event. Approval will depend on factors such as the site and the type of event. Efforts the Event Organizer makes to ensure the alcohol sales/service area does not become the focal point of the event are important. History of an event may play a part in the approval of alcohol sales/service.

In order to obtain a Special Occasion Sales Liquor Permit for outdoor events, Saskatchewan Liquor and Gaming Authority mandates that approval is required by the City and provided when applying for the permit. To obtain the City approval, a **Special Occasion Permit Application Form** must be completed and submitted to the Community Services Department a minimum of 2 weeks prior to the event.

SPECIAL EVENT BOOKING DEADLINES

Applications received by the following deadlines are eligible for priority considerations. Applications provided after these deadlines will be dealt with on a case by case basis and may be subject to additional fees.

| Event Date | Deadline |
|--|------------|
| January, February, March, April | December 1 |
| May, June, July, August | April 1 |
| September, October, November, December | August 1 |

EVENT RESTRICTIONS

The City places priority on requests for Outdoor Special Events which are open to the public and which have a recreational, cultural, and environmental or community wellness mandate. Private functions, commercial functions and/or events that are primarily religious or political in nature will be considered on a case by case basis.

ACTIVITY RESTRICTIONS

Activities not generally permitted include those which:

- May cause significant damage to the space or environment
- Are specifically prohibited by bylaw, policy and/or law
- Are distinctly incompatible with natural open space
- Involve undue risk to individuals or the City

SECURITY

A minimum of 1 trained security personnel is required for every 200 persons up to 1,000 and 1 trained security personnel is required for every additional 250 persons.

For events serving alcohol, SLGA may request additional security be provided. Security will also be responsible for contraventions of *The Alcohol and Gaming Regulation Act* and its Regulations. The Event Organizer must ensure that they have the ability to access additional security personnel as required.

EMERGENCY MEDICAL SERVICES

The Event Organizer is responsible for notifying Parkland Ambulance of events that require on-site support. Parkland Ambulance will review the event information and provide recommendations in regards to first aid services on-site. Contact information (306) 953-9804.

FIRE PREVENTION SERVICES

The Event Organizer is responsible for ensuring that all fire prevention codes and policies are adhered to. This includes but is not limited to occupancy loads, fire extinguisher requirements, flammable and combustible material storage, extension cord regulations, and ensuring all required exits are clear of obstructions.

CONCESSIONS & FOOD SERVICE

Sites where existing concession contracts or agreements are in place, the existing arrangements will be respected and no additional food services will be permitted without prior approval.

When concessions and food service is permitted, food permit(s) must be obtained from the Prince Albert Parkland Health Region and displayed at the event. An applicable business license must also be obtained.

BUSINESS LICENSING

Any business, trade, profession, industry, occupation, employment, calling or anyone providing goods or service in the City is required to hold a valid City of Prince Albert Business License. This is also applicable for Outdoor Special Events. Licenses are required for Farmers' and Flea Markets, Craft Sales or Trade Shows, Transient and Temporary Shows and Sales, and Corn, Fruit and Fish Trucks. For inquiries regarding Business Licenses please contact the Planning & Development Department at (306) 953-4370.

AMUSEMENT ACTIVITIES

All amusement rides and bouncy castles are required to be licensed with the Technical Safety Authority of Saskatchewan and all regulations in *The Amusement Ride Safety Act* need to be adhered to. A copy of the Act can be provided upon request.

EVENTS USING OPEN WATER

Approval is required for use of the North Saskatchewan River as part of any event. Event Organizers must contact the Navigable Waters Protection Program and Transport Canada for the water portion of the event. The proper permits must be submitted to the City 1 week prior to the event. For inquiries please call (780) 495-8215.

PUBLIC ACCESS

Access to the parks and open space must remain open to the general public at all times unless exclusive use has been granted by the City. Activity sites and crowd flow patterns will be established in consultation with the City prior to the event and careful consideration will be given to minimize damage to plant material.

VEHICLE ACCESS

Vehicles will be allowed onto the event site to drop off and pick up equipment for the Special Event only during specified times and under the supervision of City staff. The specified times and areas are to be established at the site meeting. Parking on parks and open space is discouraged and will only be allowed if the vehicle is necessary to accommodate the success of an authorized event and only where and when approval is given in advance.

ADMISSION CHARGES

Event Organizers may receive permission to earn revenue on site through admission fees, sales of event merchandise, charitable fundraising, and sales of food and beverages. This is intended to enable the Event Organizer to enhance the range of public programs and services at the Special Event. These permissions are normally limited to events coordinated by Not For Profit organizations. Events with tobacco or alcohol sponsorship are subject to additional restrictions.

MERCHANDISE SALES

Sales of merchandise and services are permitted only as a portion of a larger event. Merchandise and services must be related to the Outdoor Special Event and compatible with a public park or site. A list of vendors and items to be sold must be submitted by the Event Organizer to the Department of Community Services for review before the permit is issued.

SPONSORSHIP SIGNAGE

Sponsorship signs are limited to the event area and must be directed at event participants only. Signs should be discreet and kept to a minimal level. Sponsorship signs must be approved by the City prior to installation.

ON-SITE PROMOTIONS

Sampling of sponsors product and product displays are permitted with approval of the Event Organizer and within the Outdoor Special Event approval process.

EVENT PLANNING MEETINGS

Once application forms have been approved the Event Organizer will be required to set the following meetings:

- After the application has been approved, The Community Services Department may request an introductory meeting to review all event details.
- All required documentation was be submitted to the Community Services Department before applications are approved.
- The day before the event, a site walkthrough should be conducted to review the condition of the site and to ensure all requests are in place.
- The day following the event a site walkthrough should also be conducted to review the condition of the site.

PUBLIC SAFETY COMPLIANCE TEAM

All events with alcohol and more than 200 people in attendance require consultation with the Public Safety Compliance Team prior to the event. The Public Safety Compliance Team is comprised of members of the Prince Albert Police Service, Prince Albert Fire Department, Prince Albert Bylaw Services, Parkland Ambulance, Community Services Department and Saskatchewan Liquor and Gaming Authority. This group will provide

information to the Event Organizer on safety standards that are to be adhered to and monitored throughout the event.

CITY BYLAWS

All Outdoor Special Events must be in accordance with City of Prince Albert Bylaws. Bylaws to consider include but are not limited to: Bicycle Bylaw, Business License Bylaw, Fire and Emergency Services Bylaw, Noise Bylaw, Portable Sign Bylaw, and Recreation Facilities and Parks Bylaw. All bylaws are available on the City website at www.citypa.ca or upon request.

CITY POLICIES

Outdoor Special Event requests may be directed to further City Policies. Policies that may come into effect include: Block Party Policy, Major Event Policy, Mobile Food Vendor Policy, Naming Rights and Sponsorship Policy, Parade Policy, Waiving of Fees and In-Kind Support Policy and No Smoking Policy for Facility Entrances, Outdoor Pools, and Spectator Areas. All policies are available on the City website or upon request.

FEES & CHARGES

| Item | 2017/18 Fees |
|--|-------------------------------------|
| Outdoor Special Event Permit (early registration) | No Charge |
| Outdoor Special Event Permit (less than 4 weeks' notice) | \$50.00 |
| Mobile Stage | \$545.00/day |
| Portable Stage (16 sections available) | \$482.25/day |
| Amphitheater Cover (Kinsmen Park) | \$513.50/day |
| Outdoor Sport Fields (Daily Rate) | Youth - \$109.00 Adult- \$148.00 |
| Outdoor Sport Fields (Tournament Rate) | Youth - \$198.00 Adult- \$297.00 |
| Harry Jerome Track (Daily Rate) | Youth - \$183.00 Adult- \$333.00 |
| Bleacher Rentals | Please Contact |
| Barricades | Please Contact |
| Electrical Outlet Access | Please Contact |
| Water Access and Hook-up | Please Contact |

| | |
|----------------------------|----------------|
| Irrigation Locates | Please Contact |
| Street Post Banner Hanging | Please Contact |
| Snow Fencing | Please Contact |
| Snow Removal | Please Contact |
| Street Sweep | Please Contact |
| Garbage/Recycling Cans | Please Contact |
| Meter Bagging | Please Contact |

The following fees/charges are the responsibility of the event organizer to coordinate:

- Portable Washrooms
- Site Clean-up
- Fire & Emergency Medical Services
- Security

CANCELLATION POLICIES

Cancellation of the event by the Event Organizer must be made in writing 2 weeks prior to the event start date. Failure to do so will jeopardize the Event Organizer’s future right to book events and may also be subject to cancellation penalties if any costs have been incurred by the City.

The City of Prince Albert may in its sole discretion cancel Outdoor Special Events where:

- the facility is required for City of Prince Albert purposes;
- the application was secured by misrepresentation, or transferred without the City of Prince Albert’s prior approval;
- the event is not being used for the purpose set out in the application;
- the event location is required for technical or emergency repairs, which cannot be performed at any other time;
- inclement weather has created a circumstance that is unsafe for attendees of the event;
- inclement weather has made the location unusable during the event date(s).



OUTDOOR SPECIAL EVENT PLANNING CHECKLIST

- Application form submitted to the Community Services Department**
- Dates, location and availability confirmed**
- Set up and take down times confirmed**
- Insurance certificates obtained**
- Site map submitted**
- Pre-event meeting schedule confirmed**
- Amenities confirmed** (staging, bleachers, electrical & water access, portable washrooms, PA system, letters to surrounding community, garbage/recycling, fencing)
- Determine and confirm other service providers** (Police, Fire, Public Health, SLGA, Parkland Ambulance, Security)
- Emergency action plan confirmed**
- Weather contingency plan**
- Confirm that all City Bylaws and Policies are being adhered to and that all required licenses have been obtained**



OUTDOOR SPECIAL EVENT CONTACTS

City of Prince Albert

- Events in City Parks and Open Spaces - (306) 953-4816
- Events in Outdoor Sport Fields - (306) 953-4842
- Community Services Department..... (306) 953-4800
- Planning and Development Services..... (306) 953-4370
- Public Works..... (306) 953-4900
- Fire and Emergency Services..... (306) 953-4200
- Police Services..... (306) 953-4240
- Bylaw Services..... (306) 953-4906

Other Contacts

- Parkland Ambulance..... (306) 953-9800
- Parkland Health Region (Public Health Inspection)..... (306) 765-6600
- Sask Liquor and Gaming Authority..... (306) 787-5563
- Navigation Protection Program..... (780) 495-8215
- Technical Safety Authority of Saskatchewan..... (306) 933-5045