



Provincial Capital Commission Special Event Application

Method of Payment:

Debit Cash Cheque (CK # _____) Payable to: Provincial Capital Commission

Credit Card # _____ Expiry Date: _____ Name on Card: _____

***A \$50 NON-REFUNDABLE APPLICATION FEE MUST BE SUBMITTED WITH THIS FORM ***

***A \$100 NON-REFUNDABLE RUSH APPLICATION FEE MUST BE SUBMITTED IF EVENT TAKES PLACE IN 30 DAYS OR LESS**

APPLICATIONS WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED

Outdoor Event Fee Schedule click ([Here](#)) - Events Are Processed on a first come first served basis.

The Provincial Capital Commission reserves the right to offer alternate options should your preferred location already be booked for the time indicated. **Note: The more information provided, the easier and quicker the application process will proceed.**

Event Name: _____ Event Date(s) & Time(s): _____

Setup Date(s) & Time(s): _____ Take Down Date(s) & Time(s): _____

Event Organizers: _____ Mailing Address: _____

*Main Contact Person: _____ Cell: _____ Hm/Wk #: _____

Email: _____

*Alternate On Site Contact: _____ Cell: _____ Hm/Wk #: _____

: Email: _____

****Must have two contact names, cell phone numbers and emails***

Event Description: Please write a description of the event; list a web site address, etc.

Additional Information: Please describe any other information that you wish the Provincial Capital Commission to consider in the assessment of your application.

Check ALL Boxes That Apply to This Event Requested:

| | | | |
|------------------------------------------------|----------------------------------------------|--------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Charitable/Non-Profit | <input type="checkbox"/> Commercial | <input type="checkbox"/> Run/Walk/Marathon | <input type="checkbox"/> Wedding/Ceremony/Reception |
| <input type="checkbox"/> Open to the Public | <input type="checkbox"/> Festival/Carnival | <input type="checkbox"/> Beer Garden | <input type="checkbox"/> Other (explain) _____ |
| <input type="checkbox"/> Private Function | <input type="checkbox"/> Sporting Activity | <input type="checkbox"/> Lake Event | |
| <input type="checkbox"/> BBQ/Picnic | <input type="checkbox"/> Concert/Performance | | |

Charitable/Non-Profit Organization #: _____

ANTICIPATED ATTENDANCE EACH DAY: (include organizers, volunteers, participants and spectators): _____

AREA OF WASCANA CENTRE REQUESTED:

Preferred Location: _____

Alternate Location: _____

Attach a clearly marked detailed Site Map **Please Note: Not all activity is suitable for all locations - some activities may not be approved.**

Please check all activities that apply to the event and provide a brief description for those activities you have checked.

- Illustrate on a map (available on-line at wascana.ca, go to Events, click Special Events Application) your site layout and/or route.
- Identify the location of **all** event components being brought onto the site.
- If the activity is a run or walk, also submit a map of the route in addition to the start and finish area(s).
- Dependent upon the activity, applicants may be required to supply documentation before final authorization is issued (i.e., insurance, fireworks permit, liquor permit, etc.)

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Provide a Clearly Marked Route Map - Maps are available on-line Click (Here)

Amplified Sound (live music no more than 95 decibels; DJ and recorded music no more than 90 db.) Live DJ/recorded music

Animal Related Activities. Clean up after the animals is required & to be done by event organizers. **Type of Animal:** _____

BBQ's **Vendor Provided** – Name of Vendor(s): _____ **Volunteer Provided**

All BBQs **must** be placed on material such as wood, cardboard, etc. (show location on site map) **# of BBQs:** _____

Charging an admission fee. (a fee to attend the event that will be paid on-site)

On-site fundraising.

Beer Garden - how many, day(s) and times of operation and location. **

Number: _____ **Date(s):** _____ **Time(s):** _____ **Location(s):** _____ (show on site map as well)

****All events that are expecting over 200 attendees & are serving alcohol must fill out a Special Duty Policing (SDP) Request Form available at the Regina Police Service website: www.reginapolice.ca/resources/special-duty-request-form.**

Regina Police Service will determine the need for SDP based on a number of factors including but not limited to the # of people attending, site plan, event type, history, etc.

****All events serving alcohol are required to purchase **\$5,000,000.00 Liquor Liability Insurance** for their event and give a copy of this policy to Provincial Capital Commission.**

Dunk Tank - must provide own water source. (show location on site map)

Fireworks - appropriate permits (copies must be given to Wascana Centre) **& security required.**

Food Distribution: The Provincial Capital Commission surcharge per vendor is \$125.

Selling Food **No Charge** **Event Organization Volunteers**

Vendors **Food Truck** **Other:** _____

Food Sales/Distribution – Event Contact Information will be forwarded to RQHR Public Health.

Vendor Station(s): **Number:** _____ **Name(s):** _____
Location(s): _____ (show on site map as well)

Merchandise Sales (must be related to event)

Garbage Barrels – Provincial Capital Commission will supply barrels at no charge. **Number Needed:** _____

Garbage Roll-Off Dumpster Bins: Users are responsible for arranging delivery, emptying & removal from Wascana Centre. **Number:** _____

Stage(s): **Number of Stage(s):** _____ **Size of Stage(s):** _____ **Location(s):** _____ (show on site map as well)

Tent(s): **Number:** _____ **Size(s):** _____ **Using Stakes:** **Yes** **No** **Length of Stakes:** _____ inches
Location(s): _____ (show on site map as well)

The City of Regina requires a building permit for any tent structures larger than 10' X 10' in size. The permit can be obtained through the City of Regina. Please forward a copy once filled out and Wascana Centre will sign off as the 'owner' ***See Permits For Temporary Structures (page 4)**

Inflatables (tents/bouncers, etc.) **Number:** _____ **Size:** _____ **Location(s):** _____ (show on site map as well)

Note: It is not permitted for Vendors or Permit holders to use electrical hookups in Wascana Centre

Generator(s) **must** be placed on material such as wood or cardboard. (show location on site map) **Number:** _____

Bleachers: **Number:** _____ **Size:** _____ **Location(s):** _____ (show on site map)

Portable Toilets - Overnight security is required and arranged by event organizer.

Number: _____ **Location(s):** _____ (show on site map)

Provide a clearly marked Route Map - Maps are available on-line at www.wascana.ca

Race/Walk Route with Start/Finish indicated.

Parade Route with start/finish indicated.

Parade permit must be received from City of Regina if utilizing areas **outside** Wascana Centre. Copy of Permit must be given to Wascana Centre.

Road / Sidewalk marking

Only products that are chalk based, temporary and washable may be used. Paint cannot be used. Paint

Road Restrictions - please specify where, why, etc. Indicate on site/route map

Location(s): _____ (show on site map as well)

Why: _____ ?

Road Closures - please specify where, why etc. Indicate on site/route map

Location(s): _____ (show on site map as well)

Why: _____ ?

Parking Lot Closure: Location or Lot #: _____ (show on site map as well)

Reserving Parking Spots: Number: _____ Location(s): _____ (show on site map as well)

Purpose: _____

Off Road Parking Number: _____ Type of Vehicle(s) (car/truck/semi/etc.): _

Location(s): _____ (show on site map as well) Purpose: _____

Security – Provincial Capital Commission requires that Events provide security for all overnight site setup, concerts and/or beer gardens.

Name of Licensed Security provider(s): _____

Contact Name: _____ **Contact Number:** _____

Erecting Fencing: Size: _____ Location(s): _____ (show on site map as well)

Other structures to be erected. Please specify: (show on site map as well)

Tables: # _____ **Chairs: # _____** **Archway: # _____** **Booths: # _____** **Other _____**

Location(s): _____

Barricades – Provincial Capital Commission can provide six (6) at no charge. Users are responsible for erecting and staffing.

Number: _____ Purpose: _____

Must follow Provincial Capital Commission Policy 118 & 119 which does not permit advertising outside of the event area. Directional and/or information signage is allowed

Signs: Number/size/purpose/location and wording must be provided.

Number: _____ Size(s): _____ Purpose(s): _____

Location(s): _____ (show on site map as well)

Wording: _____

Banners - Number/size/purpose/location and wording must be provided.

Number: _____ Size(s): _____ Purpose(s): _____

Location(s): _____ (show on site map as well)

Wording: _____

Watercraft - Motorboats must supply a copy of Transport Canada Permit.

Number: _____ Size(s): _____ Purpose: _____

Please Note: Permission from Transport Canada May be needed. Vessel ID No _____

Prior Authorizations

Depending on the type of permit requested, the applicant may be required to provide evidence to the Commission of the following before a permit is granted:

- approval of the landowner;
- adequate insurance coverage;
- additional safety coverage, security, safety plans, contracts with service providers; as required;
- permits, licenses, or approvals required by other government authorities and regulatory bodies;

If applicable, please attach evidence that that prior authorizations have been secured to this application.

***Permits for Temporary Structures**

If this is a permit for a temporary structure to be erected in Wascana Centre such as a tent, shelter, canopy, or for other temporary construction, the permit is for an improvement. Tents require the completion of a separate temporary structure improvement application in the following circumstances:

- the structure is >24m² or
- the structure is >10m² but ≤ 24m² (if alcohol is being served)

Any temporary building permit is subject to obtaining a building permit from the City of Regina prior to erecting the structure. Temporary building permit application available at (www.regina.ca)

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Note: Refunds will not be issued due to weather conditions

******Annual events will be noted but not processed prior to one year in advance. *******

Disclaimer and Signature

The information collected on this form is collected under the authority of *the Freedom of Information and Protection of Privacy Act*. The purpose of the collection is to process your application for a permit. The information submitted will only be used and disclosed in accordance the Act.

I hereby acknowledge that I have read this application and that the information contained herein is correct and complete. I agree to comply with all Provincial Capital Commission (Commission) bylaws and all provincial and federal laws.

I agree to save harmless and keep indemnified the Provincial Capital Commission from all actions, causes of actions, and demands whatsoever, which may be made against the Commission in consequence of the granting of this permit or of anything done by myself or my employees or agents, and pay the Commission for all damages done to any pavement, sidewalk, curb, or gutter or for any damage to any property belonging to or under the control of the Commission.

I acknowledge that this permit may be subject to additional terms and conditions and may be suspended or cancelled subject to the procedure outlined in the Commission's Permit Bylaw.

Print Name: _____ **Signature:** _____ **Date:** _____

Return this application to:

Provincial Capital Commission at Wascana Place
By Mail: Box 7111, 2900 Wascana Dr. Regina SK S4P 3S7
Email: wascanaevents@gov.sk.ca **Fax:** 306-565-2742
For information please call 306-522-3661

OFFICE USE ONLY

Date submitted:

Date payment received:

Date Approved:

Other information:

Permit #