

# Special Event Application

## Ministry of Parks, Culture and Sport

Please complete the form below, incorporate all requested information, and return it by email to [Parks.Info@gov.sk.ca](mailto:Parks.Info@gov.sk.ca). Incomplete or applications with false information will result in the application being denied. The application will be reviewed and you will be notified if approved or denied. The application must be received at least 30 business days prior to the event/activity. Late applications may be denied. Additional information may be attached to this form.

### 1.0 Definitions

- 1.1 A **Special Event** is any activity out of a provincial park's ordinary routine that occurs 1-2 times per calendar year. A Special Event is carried out within a provincial park by an event sponsor. By virtue of the nature and scope of the activity, it requires a formal understanding between the Ministry of Parks, Culture and Sport and the event's Sponsor. Examples of a Special Event may include weddings, family reunions, community events, or sporting events.
- 1.2 A **Sponsor** is any individual, group, agency, association, or corporation that has major organization and implementation responsibilities in the staging of a Special Event.
- 1.3 **Park Land** means Crown land constituted pursuant to *The Parks Act* as a provincial park, protected area, recreation site, or historic site.
- 1.4 A **Park Manager** is the designated personnel responsible for the day to day management of the provincial park, historic park or site, or recreation site (i.e. Park Lands).
- 1.5 **Provincial Park** means a historic park, a recreation park, a natural environment park, or a wilderness park pursuant to section 4 of *The Parks Act*.

### 2.0 Approval Criteria and General Guidelines

- 2.1 All Special Events shall be reviewed with the following minimum criteria for approval:
  - 2.1.1 The applicant is expected to pay for services beyond routine operations and maintenance;
  - 2.1.2 no significant environmental impacts or damage should occur due to the preparation or staging of activities;
  - 2.1.3 no significant impacts should occur to normal park operation or park users;
  - 2.1.4 the event shall not conflict with the business operation of commercial lessees within the park;
  - 2.1.5 activities are to be safe for participants and spectators, and have minimal impact on other park users;
  - 2.1.6 the event may not be associated with illegal activities;
  - 2.1.7 the event must be free from bullying, harassment, racism, discrimination, and ensure that all individuals are treated with dignity and respect;
  - 2.1.8 when the Sponsor supplies security staff, they must be qualified to act in a security capacity and remain fit for duty during the event and;
  - 2.1.9 facility use must not impact upon other public use unless the event is open to the general public or if the facility's exclusive use is deemed acceptable.
- 2.2 For Special Events categorized as moderate, considerable, and major, the Sponsor shall, at least ten business days prior to the event, provide the Ministry with a certificate of insurance, or other evidence satisfactory to the Ministry, indicating that the Sponsor has secured, in respect of the event, comprehensive general liability insurance covering loss of life, bodily injury, and property damage, in an amount no less than \$2,000,000 inclusive of any one occurrence. Such policy shall:
  - 2.2.1 Be effected with an insurer licensed to carry on business in the province of Saskatchewan;
  - 2.2.2 cover participant liability;
  - 2.2.3 name the Government of Saskatchewan as an additional insured; and
  - 2.2.4 provide thirty days' notice to the Minister in case of cancellation or introduction of major coverage restriction.

### 3.0 Special Event Fees

#### 3.1 Special Event Fee Schedule

Scale of Event	Criteria and Examples	Special Event Fees
Minor	<ul style="list-style-type: none"><li>• No assistance from park staff required</li><li>• No infrastructure closures, excluding Amphitheatre, Pavilion, Rec Hall, etc. bookings obtained through a Facility Rental Agreement with Saskatchewan Parks</li><li>• <i>Examples:</i> wedding ceremony on the beach, family reunion</li></ul>	\$0

<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Minor utilization of facilities or infrastructure</li> <li>• Park staff assistance required less than 3 hours</li> <li>• Some assistance/equipment from park staff required</li> <li>• Insurance Requirement: minimum of \$2,000,000 public liability insurance</li> <li>• Proof of permits required two weeks prior to event</li> <li>• <i>Examples: wedding reception where the park provides tables and chairs</i></li> </ul>	\$100
<b>Considerable</b>	<ul style="list-style-type: none"> <li>• Considerable infrastructure closures</li> <li>• Park staff assistance required greater than 3 hours</li> <li>• Significant equipment and assistance from park staff required prior to, during, and/or following the event</li> <li>• Insurance Requirement: minimum of \$2,000,000 public liability insurance</li> <li>• Proof of permits required two weeks prior to event</li> <li>• <i>Examples: athletic event that requires trails to be closed to the general public; car shows that require parking lots to be closed</i></li> </ul>	\$200
<b>Major</b>	<ul style="list-style-type: none"> <li>• Large revenue-generating initiative</li> <li>• Considerable infrastructure closures</li> <li>• Park staff assistance required greater than 3 hours</li> <li>• Significant equipment and assistance from park staff required prior to, during, and/or following the event</li> <li>• Insurance Requirement: minimum of \$2,000,000 public liability insurance</li> <li>• Proof of permits required two weeks prior to event</li> <li>• <i>Examples: festivals/concerts where tickets or admissions are sold for profit</i></li> </ul>	\$300 <i>*plus negotiated percentage of sales</i>

**3.2** A \$20 application fee must accompany all applications.

**3.3** Any additional costs incurred by park staff to assist in event staging may be charged to the Sponsor.

**3.4** At the discretion of the Park Manager, application and/or special event fees may be waived if the Sponsor is hosting a fundraiser where proceeds are being donated to Saskatchewan Parks.

**3.5** Additional costs apply for bookings obtained through a Facility Rental Agreement with Saskatchewan Parks.

**3.6** A vehicle entry permit is required to access Saskatchewan Provincial Parks. Daily, weekly, and annual passes are available. Saskatchewan residents 65 or older can receive a free park entry permit.

**3.7** For Special Events that fall in the major category, the Sponsor may be required to pay a percentage of gross revenue, as discussed with the Park Manager.

**3.8** Where requested by the Ministry, the Sponsor shall provide the Ministry with an audited financial statement certifying the amount of gross revenue from an event.

**3.9** The Sponsor shall be liable to the Ministry for any damage to park buildings, furniture, facilities, or grounds caused by the Sponsor, its members, employees, volunteers, contractors, patrons, customers, concessionaires, or by any participants in or spectators of the event.

**4.0 Upon receipt of a Special Event Application, the Park Manager, or designate, depending upon the type, nature, and requirements of the Special Event shall:**

**4.1** Review the proposal in respect of appropriate Legislation, Regulations, and the Special Events Policy and these procedural directives.

**4.2** Advise the applicant, in writing, regarding acceptance or rejection of the proposal, as well as any special conditions if accepted, and rational for rejection.

**4.3** Notify the appropriate Ministry staff of the decision.

**5.0 When filling out the Special Event Application, please consider the following:**

**5.1** To gain approval, the Special Event may require additional permits (e.g. a food or liquor permit).

**5.2** The applicant agrees to indemnify and hold the Ministry of Parks, Culture and Sport harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts of omissions related to the Special Event.

# Application

Date of Application (MM/DD/YYYY)

## Event Organizer Information

Name of Organization/Sponsor

Applicant's Name

Address

City/Town

Province

Postal Code

Telephone (work)

Telephone (cell)

Email Address

## Event Information

Event Name

Start Date (MM/DD/YY) (time)

End Date (MM/DD/YY) (time)

Arrival Date (MM/DD/YY) (time)

Departure Date (MM/DD/YY) (time)

### Event Type:

- Athletic or sporting event
- Car show
- Concert
- Film production

- Fishing derby
- Fundraiser
- Wedding
- Other: \_\_\_\_\_

### Event Description:

Provincial Park or Recreation Site

Location in Park (facility, group use, etc.)

Anticipated Number of Guests (daily attendance)

Number of Event Staff (daily attendance)

**Is/Does the event:**

- Celebrating or displaying a specific theme
- Occur more than two times annually
- Open to all members of the public
- Sell tickets or charge admission fees

**Park Equipment Requested**

In some circumstances, special requests for park equipment and/or facilities may be accommodated. Please indicate the type of equipment and/or facilities you are interested in:

- Ball Diamond/Field Booking
- Bathrooms
- Garbage bins
- Group campsite(s)
- Tables
- Barricades/Cones
- Chairs
- Recycling bins
- Recreation Hall
- Other: \_\_\_\_\_

*Any additional costs incurred by park staff to assist in event staging may be charged to the Sponsor.*

**Event Tents**

Are you planning on putting up tents?  Yes  No

If yes, please provide location in park, dimensions of the tent, and your planned use.

*Prior to putting up tents, [Sask 1<sup>st</sup> Call](#) must be contacted to provide line locates at least two days before set-up.*

**Vehicle Traffic and Closures**

Do you have a transportation plan (shuttle buses, reliance on private vehicles, etc.)? \_\_\_\_\_

Will road closures be needed before, after, or during the event? \_\_\_\_\_

Please specify any parking requirements, and how the event will impact the environment or other visitors.

**Utilities**

Are utilities required (water, washrooms, electrical, sewage, etc.)?  Yes  No

If yes, please specify your requirements and include the voltage needed.

## Insurance

There must be a minimum of \$2,000,000 public liability insurance for Special Events categorized as moderate, considerable, and major. Proof of insurance will be required by the Park Manager at least ten business days prior to the event.

Describe the insurance coverage for the event.

## Permits and Approvals

A copy of all permits and approvals is required to be given to the Park Manager at least ten business days prior to the event.

1. Will alcohol be served?  Yes  No

If yes, please complete the necessary [Saskatchewan Liquor Permit](#).

2. Will the event include any raffles (e.g. 50/50, auction, etc.)?  Yes  No

If yes, please apply for your raffle license through the [Saskatchewan Liquor and Gaming Authority](#).

3. Will the event require a Temporary Food Service License?  Yes  No

Many events where a Temporary Food Service License is not required include events hosted by community organizations such as service clubs, community associations, multicultural associations, churches, schools, sports teams, and recreational clubs. Please contact your [Public Health Inspector](#) to confirm requirements specific to your event.

Food trucks and mobile food carts already licensed by the Saskatchewan Health Region as a Public Eating Establishment do not require a Temporary Food Service License.

## Advertisement

Do you plan to advertise or issue a press release before the event/activity?  Yes  No

If yes, please ensure the advertisement is appropriate and respectful to all members of the community and the Government of Saskatchewan (see item 2.1.7 in the Special Event Policy).

*The Ministry of Parks, Culture and Sport reserves the right to advertise public events.*

Are you interested in Saskatchewan Parks providing you and your participants with information regarding amenities in provincial parks?  Yes  No

## Additional Comments

Please provide any additional comments that the Ministry of Parks, Culture and Sport should be aware of.

## Submission

- I acknowledge that an application fee of \$20 must be paid prior to the consideration of this application.
- I acknowledge that I (we) have read, and do hereby understand, the above Special Event Policy and information.
- I certify the information in this application is true, complete, and correct to the best of my knowledge. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the park when the application is issued. I understand that false or incomplete information will result in denial of this application.

X \_\_\_\_\_

**Applicant Signature**

**SUBMIT APPLICATION**

## ADMINISTRATIVE USE ONLY

- Approve       Deny

- Approve with the following changes:

Rationale for Saskatchewan Parks' denial of application:

*Permits and/or Agreements will be issued for all approved events. Depending on the activities being undertaken, further permits, permissions, or agreements may be required and will be identified as conditions when the event has been approved. Generally, Special Events defined as considerable or major in the fee schedule will require more than a simple permit and may be subject to additional legal agreements or contracts. These will typically be undertaken for large scale events in premier locations or for events that are co-sponsored by Saskatchewan Parks. When required, legal agreements or contracts will specifically detail the responsibilities of both Saskatchewan Parks and the event organizer. The approval process and the terms and conditions of any permit or agreement are guided by the information contained in the Special Event Policy and all other Saskatchewan Parks rules, regulations, and policies.*

X \_\_\_\_\_

**Ministry of Parks, Culture and Sport**