



**PROVINCIAL CAPITAL COMMISSION
SPECIAL EVENT APPLICATION
SCHEDULE "A"**

OFFICE USE ONLY
DATE SUBMITTED: _____

Return this application to Wascana Place:
Mail: Box 7111, Regina SK S4P 3S7 **In Person:** 2900 Wascana Dr., Regina SK **Email:** wascanaevents@gov.sk.ca **Fax:** 306-565-2742
*** 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

Method of Payment:

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

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

EVENTS ARE PROCESSED ON A FIRST-COME FIRST-SERVED BASIS.
Annual events will be noted but not processed prior to one year in advance.

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 PHONE:	HM/WK NUMBER:	EMAIL:
*ALTERNATE ON SITE CONTACT:	*CELL PHONE:	HM/WK NUMBER:	EMAIL:

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

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

Check ALL Boxes That Apply To This Event Requested:

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

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

LOCATION: _____

AREA OF WASCANA CENTRE REQUESTED: **Attach a clearly marked detailed Site Map**

Please Note: Not all activity is suitable for all locations - some activities may not be approved.

If the date/location requested is not available, would your organization be willing to look at alternate dates/locations? Yes No

Alternate Location: _____ Alternate Date(s): _____

WEATHER CONTINGENCY PLAN

- Go ahead with full event Go ahead with modified event Reschedule Cancel

Describe weather conditions that would result in cancellation or rescheduling event: _____

Note: Refunds will not be issued due to weather conditions

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.)

Note: The more information provided, the easier and quicker the application process will proceed

Provide a Clearly Marked Site Map

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 RPS website: www.reginapolice.ca/resources/special-duty-request-form.**

RPS 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 PCC.**

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 PCC surcharge per vendor is \$125.

Selling Food No Charge

Vendors Food Truck Event Organization Volunteers 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 - PCC will supply barrels at no charge. (show location on site map) **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)

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

Note: No power sources are available in Wascana Centre. Generator(s) must be placed on material such as wood or cardboard.

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 as well)

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

Number: _____ **Location(s):** _____ (show on site map as well) **Security By:** _____

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): _____ (show on site map as well)

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.

Painting will be considered graffiti and you will be fined accordingly.

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 - PCC requires that Events provide security for all overnight site setup, concerts and/or beer gardens.

Barricades - PCC can provide six (6) at no charge. Users are responsible for erecting and staffing.

Additional barricades can be rented at 3/\$15.00 per day or per event. Limited numbers are available.

Number: _____ Purpose: _____

Must follow PCC policy which does not permit advertising outside the event area but does allow for directional or information.

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 - *number/size/purpose* . 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: _____

Wascana Centre Website (listing maximum 50 words)

Please Provide Any Additional Information: