



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:** events@wascana.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 Wascana Centre

☐ 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: