

FREQUENTLY ASKED QUESTIONS ABOUT SPECIAL EVENTS

Non-Refundable Application Fee: Why do I have to pay it?

When an application form is submitted it crosses several desks with different people working on it. The \$50 is an administration fee for that work. Even if your event is cancelled, WCA staff have still worked on your application.

What is a RUSH application fee?

There are times when event organizers submit an application form 1 – 2 weeks prior to their event. This causes other applications to be pushed back so that the earlier event is processed first. This is unfair to other applicants who've submitted their application in plenty of time before their event and it causes difficulties for WCA departments as they try to get everything in place for the short-notice event. To avoid paying a RUSH fee, please have your application in to WCA **at least** 31 days before your event takes place.

Why is an alternate onsite contact name/cell phone necessary?

In the event of an emergency, etc. this gives WCA an option if the main contact person cannot be reached. The cell phone numbers are available only to WCA Event staff, Special Constables and Maintenance and will not be given out.

What do you mean by “admission” fee?

Will people need to pay an on-site fee to attend your event when they arrive (i.e. a concert)? If so, you'll want to provide some kind of barrier/fencing so people can only get into the area by a controlled entrance. This differs from fees paid to participate in a walk/run.

What do I need to do to set up a beer garden?

You must let us know the date(s), hours (*cannot operate before 9:30 a.m. or after 11:00 p.m.*) and location. You must contact SLGA for a permit. They will not process your permit application until they receive a copy of the signed contract between the event organizers and WCA as that informs them WCA knows about the Beer Garden. WCA sends a copy of the signed contract to SLGA on your behalf. Because of SLGA's timeline, it is a good idea to have your application in early so all the prep work can be done in time.

Why is there a charge per vendor?

When serving food at an event it usually means more clean-up for WCA maintenance crews. There are napkins, plastic utensils, wrappers, food, etc. on the ground. Our maintenance crews have to pick up all this material so other park users do not have to deal with it. Therefore, for each food vendor attending your event we charge \$125.

Why do you need the names of the vendors?

See “**Why does information go to RQHR Public Health**” on next page)

Why does information go to RQHR Public Health?

WCA provides RQHR with the details of events that take place in Wascana Centre that sell or distribute food/drinks. They are given the event organizers names and contact information. Event organizers are to advise RQHR Public Health which food vendors will be on site and provide Public Health department with the completed "Temporary Food And Drink Concession" applications from the vendors a minimum of fourteen days (14) days prior to the event. The RQHR Public Health Inspector will decide whether to grant the vendors a temporary licence &/or visit the vendors on the day(s) of the event to make sure all food vendors/distributors are compliant with RQHR Public Health regulations. WCA sends a letter with the event name, contact information, date and time and that the event has been approved to take place in Wascana Centre.

Why do you send information to Regina Police Service (RPS) on events that expect >200 people to attend and beer gardens?

We have an ongoing working relationship with RPS. They have requested to be informed of any large events so they have the appropriate number of staff on duty at that time. At times there may be a need for special duty officers to attend your event. This would be at your expense and will be billed directly from RPS. The event organizers are expected to fill out a Special Duty Policing Request Form available at the Regina Police Services website (www.reginapolice.ca/resources/special-duty-request-form).

Why do you send information to the Regina Fire Services (RFS) on events that have beer gardens and large events?

We have an ongoing working relationship with RFS. They have requested to be informed of any beer gardens. They will often stop by the event to make sure the capacity number is being adhered to.

As well, they will stop by events to make sure any vendors using cooking equipment are following all regulations (i.e. have fire suppression equipment, etc.). Both the fire department and police services get involved for public safety.

Why do you need to know if the tent is staked?

Wascana Centre has underground irrigations lines. If your tent has stakes that are longer than six (6) inches, the irrigation lines need to be marked so you do not puncture the lines. Any repairs needed to irrigation lines will be billed back to the event organizers.

Why do generators need to be placed on wood or cardboard?

When generators are operating they produce heat that dries out the grass underneath. As well, when filling generators on-site, fuel will often spill onto the turf killing the grass. If there has been rain, the wood/cardboard will prevent the generator sinking into the turf. Any turf damage is billed back to the event organizers.

Why do we need to set up 24 hour security if we have portable toilets, overnight set ups, etc.?

WCA cannot guarantee the safety of any item left in Wascana Centre overnight. It is the responsibility of the event organizers to have someone available to watch over any items left in the park overnight (**even** if your event is over) until take down/pick up.

Why do you need to know if we are setting up tables, chairs, etc.?

WCA must give permission for any item being erected in Wascana Centre that is not placed by WCA. The more information you give us, the better the contract will reflect what permissions/exceptions/etc. have been given. If you are questioned by WCA staff or Special Constables regarding an item and permission has not been given in your contract, you will be asked to remove it.

Why do you need a Site Map?

A site map should show us the location of all the items you plan to have at your event (vendors, beer garden, garbage barrels, tents, stage, bouncers, generators, portable toilets, fencing, etc.) A completed site map gives us the information we need to give the proper permissions and suggestions for set up.

As well, the maintenance manager needs an accurate site map so he can arrange for any drop-off items to be left in the correct location(s) and advise event organizers if their choice of set up needs to change (i.e. a better location for tents). The maintenance staff also uses the map to know where to place items, mark irrigation lines, etc.

Do you need a Site Map even if we're just doing a walk/run?

Yes. Many walk/runs have tents (volunteers, food, etc.), vendors, registration tables, etc. We need to that information so that the appropriate permissions are given (see **Why do you need a Site Map** above).

Why do we need special insurance for our event?

Your event is approved subject to providing proof of Liability coverage, for Bodily Injury and Property Damage, for \$2,000,000. In addition, Wascana Centre Authority and the land owner(s) which will be identified in the contract (the owner of the land that your event is taking place will be University of Regina, Government of Saskatchewan, &/or City of Regina) must be added as an "Additional Insured" with respect to the operations (activities) of your group. Failure to provide proof of insurance with the additional insured at least ten (10) working days prior to the event will result in the withdrawal of the consent for the use of Wascana Centre for your event.

What if the day(s)/time/location is already booked?

We'll work with you to see if another location/day/etc. can work for your event. This is one reason to get your application form to us as soon as possible so you can have the day/location of your choice.

Why do I need to ask permission from University of Regina, Conexus Art Centre, T. C. Douglas Building, etc.?

Although WCA gives permissions and exemptions to event organizers, we are courteous to all our partners/tenants. If they have an event, etc. planned at the same time/day as your event, you cannot go forward with your event in that location.

Why can't I put up signs other than directional or informational and why can't I put them up earlier than the day before my event?

WCA's bylaw 23 (d) states that *no person shall place, post, affix or attach or cause to be placed, posted, affixed or attach any sign or signs within the centre accept within a building or upon private land.* WCA understands that some signage is necessary for events and therefore gives permission for information or directional signage but only for the duration of the event. This is to assist in keeping the park clean and neat for everyone. Advertising signage of any kind is not permitted in Wascana Centre.

If permission has not been given, the signs will be removed by WCA staff.