



# General Application

Last revised: March 2021  
Last reviewed: March 2021

Wascana Centre is open for the use and enjoyment of the general public and activities are regulated by the Commission. The Commission bylaws describe activities that are regulated by the Commission and for which a permit is required. To apply for a permit, please complete this form. Applications are processed on a first come first served basis. Alternate locations may be identified from your primary preference based on events already booked within the Centre. For General Permit and Special Event fee schedule follow this link ([link to fee schedule](#)).

## Applicant Contact Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Last*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City Province Postal Code*

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email \_\_\_\_\_

## Alternate Contact Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Phone : \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Description

**Please choose one of the following:**

- Cultural / Historical / Observance
- Drone UAV Flight
- Organized Private Recreation (Boot Camp / Yoga)
- Promotional / Marketing / Commercial Events
- Film & Photography (commercial)
- Parade/ Car Rally
- Rally / Vigil / Protest / Demonstration
- Run/Walk/Marathon
- Wedding/Ceremony/Reception
- Research
- Festival/Carnival
- Graduation
- Sporting Activity
- Lake Event
- BBQ/Picnic
- Concert/Performance
- Other Activity (Explain) \_\_\_\_\_

**Is this activity:**  Open to the public  Private function **Anticipated Number of Attendees** \_\_\_\_\_

**Are you:**  Charitable/Nom-Profit  Commercial organization  Individual(s)

Charitable/Non-Profit Organization # \_\_\_\_\_

**Please write a brief description of the activity/event:**

Event Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Setup Date(s) \_\_\_\_\_ Time(s): \_\_\_\_\_

Takedown Date(s) \_\_\_\_\_ Time(s): \_\_\_\_\_

**Please describe:** Any other information that you wish the Provincial Capital Commission to consider in the assessment of your application:

### Details

**\*\*\*\*Depending on the scope of the event, additional event requirements may be identified through a supplementary application. \*\*\*\***

#### Prior Authorizations

The applicant (You) may be required to provide proof to the Commission of the following:

- prior approval of the land-owner; adequate insurance coverage; site security plan, 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 you intend to erect a temporary structure (tent, shelter, canopy, or for other temporary construction) that is:

- the structure is >24m<sup>2</sup> or
- the structure is >10m<sup>2</sup> but ≤ 24m<sup>2</sup> (if alcohol is being served)

Then you must apply to the Commission for an Improvement Permit (temporary). All temporary building permits are subject to obtaining a building permit from the City of Regina prior to erecting the structure. The Temporary building permit application available at [www.regina.ca](http://www.regina.ca)

### 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.
- I have read this application and that the information is correct and complete. I agree to comply with all Commission bylaws.
- **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.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this application to: Provincial Capital Commission

**In Person to:** 2900 Wascana Drive Regina SK.  
**Email:** [wascanaevents@gov.sk.ca](mailto:wascanaevents@gov.sk.ca)

**Mail:** Box 7111, 2900 Wascana Dr. Regina SK S4P 3S7  
**Fax:** 306-565-2742

For all inquiries or for further information regarding this or any application or activity please call: 306-522-3661