

APPLICATION FOR USE OF CIVIC SQUARE



COMMUNICATIONS DIVISION - CITY HALL - SASKATOON - S7K 0J5 PHONE: 306-986-3021

DATE REQUESTED START TIME END TIME

NAME OF ORGANIZATION

PRIMARY CONTACT PERSON

ADDRESS P.C.

BUS.# FAX# CEL#

EMAIL

SECONDARY CONTACT PERSON

ADDRESS P.C.

BUS.# FAX# CEL #

EMAIL

PROVIDE A BRIEF DESCRIPTION OF PLANNED ACTIVITY

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NUMBER OF EXPECTED PARTICIPANTS

PROVIDE A BRIEF DESCRIPTION OF EQUIPMENT & MATERIALS TO BE BROUGHT ON-SITE

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WILL FOOD OR BEVERAGE BE SERVED/AVAILABLE AT THIS EVENT?

YES NO

If yes, please contact Saskatoon Health Region - Public Health Services at 655-4605. If alcohol is served, \$2 million Third Party Liability insurance is required (see back of form).

WILL YOUR EVENT BE USING SOUND AMPLIFICATION EQUIPMENT?

YES NO

If yes, please see information regarding noise levels on the reverse side of this application.

WILL YOUR EVENT REQUIRE AN ELECTRICAL HOOK-UP?

YES NO

IS YOUR GROUP A NON-PROFIT ORGANIZATION?

YES NO

If yes, are you registered under the Non-Profit Corporations Act of Saskatchewan, or are you affiliated with a Provincial Body registered under the Act?

YES NO

I HAVE READ THIS ENTIRE FORM, AND AGREE TO THE TERMS STATED

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|------------------------------|----------------------------|
| APPLICANT'S SIGNATURE | DATE OF APPLICATION |
|------------------------------|----------------------------|

YOU WILL BE CONTACTED BY COMMUNICATIONS DIVISION, CITY OF SASKATOON, FOLLOWING A REVIEW OF YOUR APPLICATION. CALL 306-975-3207 FOR MORE INFORMATION.

- Applications shall be made in writing, and referred to the Communications Division, at least five (5) business days prior to the event taking place, and not to exceed thirty (30) days in advance. All applications must be completed in full and will be considered on a first come first serve basis (some exceptions apply).
- In the event of a timing conflict, preference shall be given to community activities sponsored or supported by civic departments and agencies.
- The granting of permission for the use of Civic Square in any year shall not be regarded as a commitment by the City to allow its use in future years. Any regularly scheduled event must supply new applications for future dates.
- Activities must not interfere with the public's access to Civic Square, and enjoyment of the surrounding grounds. This permit does not give the applicant exclusive use of either City Hall, or the adjacent grounds.
- Free public access is to be allowed to all areas of City Hall that are accessible during regular business hours.
- Arrangements for clean-up are the responsibility of the applicant. Please supply your own garbage bags and paper products. Deposit garbage in the appropriate containers. If City of Saskatoon staff are required to do any clean-up associated with the event, the organizers will be charged.
- Vehicles are not to be driven on City Hall grounds, even when delivering supplies.
- The provision of event materials, such as tables, chairs, and sound systems are the responsibility of the event organizers.
- The City of Saskatoon assumes no responsibility for any theft of property owned by organizations outside of the civic corporation.
- Insurance: The Communications Division may require event sponsors outside of the civic corporation to provide adequate liability insurance for the duration of the community activity.
- Noise Levels: The following noise guidelines for Civic Square events are intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living adjacent to the area.

Reasonable sound checks or amplified sound/ music will be allowed only during the following hours:

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| Monday to Thursday | 11:00 a.m. to 9:00 p.m. |
| Friday and Saturday | 11:00 a.m. to 10:00 p.m. |
| Sunday | 1:00 p.m. to 6:00 p.m. |

Should your event occur outside of these hours, your organization must receive permission from City Council. Applications may be made through the Office of the City Clerk at (306) 975-3240.

For information on the Noise Bylaw, visit www.saskatoon.ca and look under City Hall, City Bylaws & Policies.

Amplification Equipment: Speaker systems are to be positioned in a manner that tilts them downward into the crowds attending the event (versus projecting over the crowd and park property).

- Event organizers are to direct their sound technicians to achieve a balanced range of sound in order that base tones, irritating to the elderly, are minimized.
- The recommended noise level should not exceed 105 decibels, measured 100 feet from in front of the stage or location of the speaker system. The onus is on the event organizers to self-monitor.
- Event organizers shall designate a responsible individual who is available by phone on a 24-hour basis, and who has the authority to respond appropriately to complaints regarding the event. Complainants wishing to contact the event organizer directly may be given the contact name and phone number.

The City reserves the right to require that the event organizer and/or sound contractor reduce public address system sound levels if these are found to be excessive (e.g. causing undue public complaint, unreasonably interfering with adjacent users, or exceeding noise bylaw limits, etc.).

LIABILITY INSURANCE

- A \$2 million Third Party Liability insurance policy endorsed to show the City of Saskatoon as an additional insured, is required for events at which alcohol is served. Proof of insurance must be submitted to the Communications Division four (4) weeks prior to the event.