

# PARK/FACILITY BOOKING REQUEST



**Crescent Park**

- Amphitheatre/Waterfall
- Fountain
- Cenotaph
- Other: \_\_\_\_\_

Happy Valley Park

- Elgin Park
- tatawâw park
- Other Location: \_\_\_\_\_
- Outdoor Shack: \_\_\_\_\_

<b>Today's Date:</b>	<b>Xplor Rec Inv. #</b>
<b>Name or Organization:</b>	<b>Date of Booking:</b>
<b>Event</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Time:</b> (set up to clean up complete)	<b>Event time:</b>
<b>Power required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Requesting Chairs? (Amphitheatre only)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>Approx. 75 metal stacking chairs available for use</li> <li>Require \$25.00 refundable cash deposit for key to access</li> <li>Supervision of the chairs is required at ALL times</li> </ul>	
<b>Requesting Sound System? (Amphitheatre only)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>Microphone and amp only</li> <li>Require \$25.00 refundable cash deposit for key to access</li> <li>Supervision of the system is required at ALL times</li> </ul>	
<b>Decoration or special requests</b>	
Serving or selling of food? (Requires insurance and Sask Health Authority Permits)	
Specific details of the event happening in the park.	
What materials will be brought in or set up in the park that are not normally there?	
Will you be setting up tents or driving stakes in the ground. This requires permission from Parks and Recreation and a site meeting.	

Will Alcohol be served at this event? If **yes**, please fill out the Special Occasion Permit Application.

**All Parks and Open Spaces Fees**

- o Per hour: \$51.00 + GST = \$53.55
- o Full Day (4 hours or more): \$204.00 + GST = \$214.20
- o Park Shack/Washroom access (per hour): \$51.00 + GST = \$53.55

**Other Fees as per the terms of the City of Moose Jaw Facility Rental Rates**

I hereby acknowledge receipt of all the above-named equipment/facility and accept total responsibility for payment of all costs incurred by the City of Moose Jaw to repair any damage to the equipment/facility that may occur while the key/equipment is in my possession, and further acknowledge that failure to return the key/equipment on the specified date may result in loss of deposit and privileges for the organization. I declare that I am eighteen (18) years of age or older.

I hereby acknowledge the terms of the City of Moose Jaw Outdoor Events Policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPLICATION SUBMISSIONS**

For events in City Parks and Open Spaces or outdoor events that serve alcohol please call (306) 694-4430 or Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

For Outdoor sports fields or athletic fields events please call (306) 690-9060 or Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

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**FOR OFFICE USE ONLY**

Send to  Park Supervisor  Crescent Park  Parks  Sportsfields  \_\_\_\_\_

Site Meeting Date and Location \_\_\_\_\_

Key(s) pick up and returned to  Kinsmen Sportsplex  Yara Centre  Other \_\_\_\_\_

Date key signed out \_\_\_\_\_ Date of key return \_\_\_\_\_

\$25.00 Deposit Required - \$ \_\_\_\_\_  Cash or  Cheque # \_\_\_\_\_

Key \_\_\_\_\_ Number of Keys \_\_\_\_\_

Key Deposit Returned on: \_\_\_\_\_ Parks and Recreation Staff \_\_\_\_\_

Confirmation by Applicant \_\_\_\_\_

**Site Meeting Notes**

**Date & Time** \_\_\_\_\_ **Location** \_\_\_\_\_

**In attendance:**

**Item(s)**

**Action by & Date**

Item(s)	Action by & Date





# SPECIAL OCCASION PERMIT APPLICATION

In order to obtain a Special Occasion Sales Liquor Permit from SLGA for outdoor events and events in City owned Arenas or Sporting Facilities, written approval from the City must be obtained before applying for the permit. To obtain the City approval, the following **Special Occasion Permit Application Form** must be completed and submitted to the Parks and Recreation Department a minimum of **1 month prior to the event.**  
 Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

<b><u>Name or Organization</u></b>	
<b><u>Phone and Email Address</u></b>	
<b><u>Purpose of Event:</u></b>	
<b><u>Proceeds from Event to be Used for:</u></b>	
<b><u>Event Date(s):</u></b>	<b><u>Event Times:</u></b>
<b><u>Event Location and Street Address:</u></b>	
<b><u>Projected # of Guests:</u></b>	
<b><u>Security Company (include contact name and #):</u></b>	
<b><u>Security Hours:</u></b>	<b><u>Number of Guards:</u></b>

**Please attach a site map identifying the following locations:**

- Alcohol Serving Area
- Washrooms
- Fencing and Fence Height (outdoors)
- Refreshments/Bar Area
- Food Serving Area
- Entertainment Area

**Please attach certificate of insurance**

**The Event Organizer accepts full responsibility for the following:**

1. Adhering to the terms and conditions of the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities
2. Adhering to the terms and conditions of the SLGA Special Occasion Liquor Permit.
3. Ensuring no glass containers are used on site.
4. Serving alcohol only in the area identified in the application submission.
5. Adhering to the security requirements for events with alcohol and access control.
6. Notifying any community group associations, businesses, or residents located within a 2-block radius of the event if excessive noise will be created from the event.
7. Obtaining Event Liability Insurance Coverage in the name of the event holder for \$5 million dollars with Host Liquor Liability, Commercial General Liability and Third-Party Property Damage with the City of Moose Jaw listed as an additional insured.
8. Specify it covers the serving and consumption of alcohol in the amount of at least \$2 million per occurrence.
9. Specify the event date and location.
10. Contain a seven (7) day notice of cancellation clause to provide the City written notice (7) days prior to any changes or cancellation of the policy.
11. Be provided no later than one month prior to the event.
12. Compliance with the Mobile Concession Policy
13. Compliance with the Provincial Food Safety Regulations.
14. Compliance with the Fire Bylaw and Noise Bylaw.

You will also need to apply to SLGA for a Special Occasion Permit. Please note our Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities Spaces also mentions that the area where alcohol is being served/consumed needs to be fenced off and have proper security. Further to this, SLGA policy dictates that the permitted area must be clearly defined and sufficiently enclosed to enable the permittee to control access to the event, consumption of beverage alcohol and the conduct of guests.

**I confirm that all details in the application are said to be true and that I will notify the City of Moose Jaw of any changes made to the information provided in the application.**

\_\_\_\_\_

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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\_\_\_\_\_

<b>Director of Parks &amp; Recreation</b>	<b>Signature</b>	<b>Date</b>
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**APPROVED (YES OR NO)** \_\_\_\_\_

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**Office Use:**

**Contract #:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**Invoiced:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

**Date**