



Special Occasion Permit

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 at recreation@moosejaw.ca a minimum of **3 months prior to the event**.

Name or Organization (the "Organizer")	
Address	
Phone and Email Address	
Purpose of Event:	
Type of Event <input type="checkbox"/> Onsite Sale and Consumption of Alcohol <input type="checkbox"/> Vendor Sales Only	
Proceeds from Event to be Used for:	
Event Date(s):	Event Times:
Event Location and Street Address:	
Projected # of Guests:	
Security Company (include contact name and phone #):	
Security Hours:	Number of Guards:

Please attach a site map identifying the following locations:

- | | |
|--|--|
| <input type="checkbox"/> Alcohol Serving Area | <input type="checkbox"/> Refreshments/Bar Area |
| <input type="checkbox"/> Washrooms | <input type="checkbox"/> Food Serving Area |
| <input type="checkbox"/> Fencing and Fence Height (outdoors) | <input type="checkbox"/> Entertainment Area |

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 requires that the area where alcohol is being served and/or consumed needs to be fenced off and have proper security. 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.

Please attach Certificate of Insurance or Quote

By checking each box, the Organizer accepts full responsibility for ensuring that:

- The terms and conditions of the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities are adhered to.
- The terms and conditions of the SLGA Special Occasion Liquor Permit are adhered to.
- No glass containers are used at the Event.
- Alcohol is served only in the area identified in the application submission.
- The security requirements for events with alcohol and access control are adhered to.
- Any community group associations, businesses, or residents located within a 2-block radius of the event is notified two weeks prior to the event if excessive noise will be created from the Event.
- For onsite consumption and sales, Event Liability Insurance Coverage is obtained in the name of the Organizer for Five Million dollars (\$5,000,000) with Host Liquor Liability, Commercial General Liability and Third-Party Property Damage with the City of Moose Jaw listed as an additional insured. Specify it covers the serving and consumption of alcohol in the amount of at least \$2 million per occurrence. Contains 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. This policy must be provided no later than two weeks prior to the event.
- For vendor only sales, Event Liability Insurance Coverage is obtained in the name of the Organizer for Two Million dollars (\$2,000,000) with Host Liquor Liability, Commercial General Liability and Third-Party Property Damage with the City of Moose Jaw listed as an additional insured. Contains 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. This policy must be provided no later than two weeks prior to the event.
- No motorized vehicles enter the site during the Event.
- The City of Moose Jaw Mobile Concession Policy is complied with.
- If food is served or sold at the Event, that the Provincial Food Safety Regulations and any requirements of the Saskatchewan Health Authority are complied with.
- The Event complies all City Bylaws including the Fire Safety Bylaw and Noise Bylaw.

The Organizer hereby agrees to indemnify and hold harmless the City of Moose Jaw and its officers, directors, employees and agents from and against any and all liability, actions, proceedings, claims, demands and costs (including, without limitation, legal costs) which may be brought against or suffered by the City or which the City may sustain, pay or incur, in connection with or arising out of the use of City Parks, Facilities and/or other Property for this Event.

The Organizer confirms that all details in the application are true and that the Organizer will notify the City of Moose Jaw of any changes made to the information provided in the application. The Organizer understands that final approval will not be provided until all required documents (signed contracts, insurance certificates or additional permits) have been submitted.

Name

Signature

Date

Director of Parks & Recreation

Signature

Date

PERMIT APPROVED (YES OR NO) _____

Office Use: Facility Booking Contract #: _____