



POLICY AND PROCEDURE

NAME: PARKS SPECIAL EVENTS PERMIT

CITY OF MARTENSVILLE

NUMBER: 97/18

Martensville Parks Special Events Permit

Phone: (306) 683-5577

Fax: (306) 931-2699

E-Mail: recprograms@martensville.ca

Name of Organization: _____

Primary Contact: _____

Address: _____ City: _____ Postal Code: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Facility Requested:

- | | |
|---|---|
| <input type="checkbox"/> Lions Park Soccer Pitches | <input type="checkbox"/> Kinsmen Park Gazebo |
| <input type="checkbox"/> Chrome Dome Soccer Pitches | <input type="checkbox"/> Lions Park Gazebo |
| <input type="checkbox"/> Chrome Dome Ball Diamonds | <input type="checkbox"/> Track |
| <input type="checkbox"/> Kinsmen Park Ball Diamonds | <input type="checkbox"/> Mocon Field Diamonds |
| <input type="checkbox"/> Vetrans Square | <input type="checkbox"/> Rose Leaf Park |
| <input type="checkbox"/> Football Field | <input type="checkbox"/> North Hills Park |

Type of Function _____

Date(s) Requested: _____ Time: _____

Anticipated Attendance: _____

| | | |
|--|-----|----|
| Will food be served at your event? | YES | NO |
| Will food trucks be attending the event? | YES | NO |
| Will alcohol be served at your event? | YES | NO |
| Will security be required at your event? | YES | NO |
| Will music be played at your event? | YES | NO |



POLICY AND PROCEDURE

NAME: PARKS SPECIAL EVENTS PERMIT

CITY OF MARTENSVILLE

NUMBER: 97/18

CONDITIONS FOR SPECIAL EVENT PERMITS

1. **GENERAL PERMIT CONDITIONS:** Applicable to all permits.

- a) **Clean-up:**
The applicants are responsible to clean-up and dispose of all garbage and any broken glass whether inside or outside the facility or event locations.
- b) **Alcohol Consumption Regulations:**
The applicants are responsible to ensure compliance with all provincial alcohol regulations.
- c) **Compliance with Bylaws:**
The applicants are responsible to abide by all City bylaws including but not limited to the Fire Prevention Bylaw, the Noise Bylaw and the Traffic Bylaw.
- d) **Security:**
The applicants are responsible to provide adequate and reasonable security and crowd control for their event. This includes control of entry, removal of non-invitees and control of rowdy behaviour.
- e) **Temporary Food Permit**
The applicants are responsible to ensure compliance with all Saskatoon Health Region's regulations.
- f) **Cell Phone Contacts:**
The applicants are responsible to ensure that there are at least two responsible adults in charge of security with active cell phones, which the RCMP and Fire Department can call in the event of an emergency at the event.

Liability Waiver & Release:

I, _____ will not hold the City of Martensville liable for any accidents, injuries, harm, or damage to the persons or property that occur at the City's facilities during the rental period caused by negligence, intentional acts, or default.

Signatures:

| | |
|----------------------------------|----------------------|
| City Manager or Designate: _____ | The Applicant: _____ |
| Date: _____ | Date: _____ |

CC: RCMP
Fire Department
Director of Recreation & Community Services
Director of Infrastructure & Planning

RESOLUTION NUMBER
#112/06192018

DATE
June 19, 2018



POLICY AND PROCEDURE

NAME: PARKS SPECIAL EVENTS PERMIT

CITY OF MARTENSVILLE

NUMBER: 97/18

COUNCIL ADOPTING RESOLUTION: #

DATE: