



**POLICY AND PROCEDURE**  
**NAME: SPECIAL EVENTS PERMIT**

**CITY OF MARTENSVILLE**  
**NUMBER: 61/02**

**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.
  
2. **COMMUNITY PERMITS:**
  - a) **Liquor Permit Approval:**  
As per Saskatchewan Liquor and Gaming Authority, Municipal approval is required before a permit can be issued for an arena or other sporting facility that is owned by the municipality



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**b) Food Truck Permit Approval:**

If you wish to provide a food and beverage service at a Special Event, a Temporary Food Permit is required by the Saskatoon Health Region. Visit Saskatoon Health Region's Temporary Food Events webpage or contact (306) 655-4605 for more information on how to apply.

Food trucks may also be present at your event, it is the responsibility of the Special Event Coordinator, or Food Truck Operator to be aware of the rules and their responsibilities including having a valid business license.

**COUNCIL ADOPTING RESOLUTION**  
**#112/06192018**

**DATE**  
**June 19, 2018**



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## Request to Municipality for Special Event Permit Approval

Municipal approval is required for the issuance of a special event liquor permit by the Saskatchewan Liquor and Gaming Authority. Please provide the City Clerk’s Office, City of Martensville, with the following information:

Name of the Organization or Person Requesting the Approval:	
Name of Function:	
Type of Function:	
Event Location:	
Entertainment/Music: Describe what type and by whom:	
Noise Control: Describe proximity of the event to residential areas and what measures will be taken to prevent or contain noise	
Security Details, Including a minimum of two responsible adults with cell phones who will be in charge of security:	

Date(s) of Function:	Hours for beverage alcohol service each day:
1.	
2.	
3.	



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4.	
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**Additional Information:**

Applicant Name: \_\_\_\_\_  
(please print)

Email Address: \_\_\_\_\_  
(please print)

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

CONDITIONS: On behalf of the applicant, we agree to comply with the Conditions for Special Events Permits as prescribed in Conditions for a Special 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL: Granted in accordance with the information in the application.

City Manager or Designate Signature: \_\_\_\_\_

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

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

*In accordance with Section 24 of the Local Authority Freedom of Information and Protection of Privacy Act, the personal information collected on this form will be used for administrative purposes relating to your special occasion approval request. If you have any questions regarding the collection and use of this information, please contact the City Clerk's Office at (306) 931-2166.*