



Special Event Application Form

This Application Form is intended to help the City of Weyburn gather information from event planners who wish to rent a city facility, park or occupy City streets or other public spaces for their special event. This will help us connect you with the appropriate staff and resources to help your event planning go as smoothly as possible. The form must be sent a minimum of 60 days prior to the event date requested. Any less and requests may not be met by the City of Weyburn.

EVENT PLANNER			
Organization:	Contact Name:		
Address:			Postal Code:
Telephone:	E-mail:		
Website address:			
Type of Organization: (Please Select)			
<div style="display: flex; justify-content: space-between;"> Incorporated not-for-profit Registered charity Unincorporated (with non-profit goals) Private, for-profit </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Minor Sport Group Other: _____ </div>			
Alternate Contact – Please provide name, telephone number and email address for us to contact if you are unavailable.			
Location of Event:			
EVENT INFORMATION			
1. What is the name of your event?			
2. What are the target date(s) and time(s) for your event? Include set-up and clean-up days, if applicable, as well as alternate dates in case your primary dates are not available.			
3. This event is: First Time _____ Annual _____ If Annual, how many years has the event been held? _____			
4. Please answer Yes or No to the following and provide details where indicated (use extra sheets if needed):			
Proposed Component	Yes	No	Details
Use of City Facility (rink, meeting room, road, park, etc.)			<i>Rental Agreement required</i>
Open to the Public			<i>Specify intended audience</i>
Road Closure(s) Required			<i>Road Closure Permit required</i>
Specify: Race/Run Walkathon Parade Other (specify)			
Alcohol at Event			<i>Special occasions permit required (See City Website)</i>
Age of Majority (19+) only?			<i>If no, event is assumed to be all ages</i>
Tournament as part of event			<i>Specify sport</i>
Installation of Tents, Stage, or Portable Structures			<i>Tent Permit and/or Building Permit may be required</i>
Carnival Rides or Amusements/Bounce Attractions			<i>Specify types, sizes, supplier(s)</i>
Live Entertainment/Amplified Sound System			<i>Specify SOCAN Permit Required</i>
Food Concessions			<i>Temporary Food Permit required</i>
Use of Mobile Food Service Equipment (outdoor cooking)			<i>Must meet Saskatchewan Health Authority guidelines</i>
Commercial Vendors/Trade Show			<i>Business License and Development Permit required</i>

Lottery, raffle, 50/50 draw,			<i>Lottery license required</i>
Food Truck Vendors			<i>Development Permit, Business License, Fire Inspection required</i>
Fireworks or Open Fire			<i>Permit required</i>
Petting Zoo, Animal Show, or other event using animals			<i>Specify</i>
Other			
Security			<i>Please specify how many guards and company in use</i>

5. In which City facility, venue, street(s) etc. do you want to hold your event? (If you don't know, please tell us what type of facility you are looking for, e.g. arena, park, ball field etc.)

6. Does your event team have previous experience planning this event, or very similar events?

7. Please give us some information about your intended audience for the event, including age range and any special interest or demographic.

8. What is your projected attendance?

<100 100-499 500-999 1,000-9,999 10,000+

9. Please describe your event and include information on who is involved and what programs/activities are included. Use an extra sheet if necessary.

10. What provision are you making for First Aid services at your event?

Hiring SHA Paramedics EMS No provision

11. Depending on your location and projected attendance, there may not be sufficient parking on site. If that is the case, please describe how you will ensure there is parking available for all of your guests (i.e. shuttle buses, arrangement with nearby property owners etc.)

12. Accessibility: please describe what accommodations you are providing to people with disabilities.

13. Which of the following (if any) do you need to order for your event? (Some requests may not be filled due to limited resources)

ITEM	# REQUESTED
RECYCLING BINS	
GARBAGE BINS (must supply own 35x50 extraheavy-duty garbage bags)	
PICNIC TABLES (Must complete picnic table agreement)	
ROAD BARRICADES	
CITY ATTENDANT/WORKER	
CHAIRS	
POWER OUTLETS	
WATER ACCESS	

Please attach a map with the following items to the application:

• Alcohol Serving Map	• Fence Height and Location	• Washroom Locations	• Refreshment/Vendor Locations
• Activity Locations	• Parking areas	• Food and Beverage Areas	• Seating Area

Please return form to: Dept. of Leisure Services

• Weyburn City Hall, 157 3rd St. NE, Weyburn, SK S4H 0W3 • Phone: (306)848-3218

• Email: leisureservices@weyburn.ca • Web: www.weyburn.ca

FOR OFFICE USE ONLY

Date received _____ Received by: _____

Please use space below to provide any relevant information