



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. The form must be sent a minimum of 60 days before the start date of the event requested. Any less and the request may not be able to be met by the City of Weyburn. All other required permits and forms are to be completed and returned with application.

EVENT PLANNER	
Organization:	Contact Name:
Address:	Postal Code:
Telephone: ()	E-mail:
Website address:	
Type of Organization: (Please Select)	
<input type="checkbox"/> Incorporated not-for-profit <input type="checkbox"/> Registered charity <input type="checkbox"/> Unincorporated (with non-profit goals) <input type="checkbox"/> Private, for-profit	<input type="checkbox"/> Minor Sport Group Other: _____
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> <i>Specify Location:</i>
Open to the Public			<i>Specify intended audience:</i>
Road Closure(s) Required			<i>Street Closure Permit – Appendix A</i>
Specify: Race/Run Block Party Parade Other (specify)			
Alcohol at Event Permit Required			<i>Special Occasions Permit – Indoor - Appendix B _____</i> <i>Special Occasions Permit – Outdoor - Appendix C _____</i> **Only fill out if there is alcohol at your event**
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 - Including Bouncy Houses/Attractions - Including Temporary Portable Signs			<i>If stakes being used complete Line Locate Request 2 weeks prior to event</i> <i>Temporary Portable Sign Application – Appendix D</i> <i>Specify:</i>
Carnival Rides or Amusements			<i>Specify types, sizes, supplier(s)</i>
Live Entertainment/Amplified Sound System			SOCAN Permit Required



Special Event Application Form

Food Concessions/Mobile Food Service Equipment (Outdoor cooking)			<i>Temporary Food Permit from SHA required and Guidelines followed</i>
Commercial Vendors/Trade Show			<i>Business License required – Appendix E</i>
Lottery, raffle, or 50/50 draw			<i>Lottery license required through SK Liquor & Gaming</i>
Food Truck Vendors			<i>Mobile Food Concession Application – Appendix F</i>
Fireworks or Open Fire			<i>Fireworks: Contact Weyburn Fire Department Open Fire: Fire Permit – Appendix G</i>
Petting Zoo, Animal Show, or other event using animals			<i>Specify</i>
Other			
Security			<i>Please specify how many guards and the company using</i>

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

6. What is your projected attendance?

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

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

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

Hiring SHA Paramedics EMS No provision

9. 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.)

10. Accessibility: please describe what accommodation you are providing to people with disabilities.

11. Picnic Tables: If you require picnic tables this agreement MUST be completed. [Picnic Table Rental Agreement](#)

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

<ul style="list-style-type: none"> • Alcohol Serving Map 	<ul style="list-style-type: none"> • Fence Height and Location 	<ul style="list-style-type: none"> • Washroom Locations 	<ul style="list-style-type: none"> • Refreshment/Vendor Locations
<ul style="list-style-type: none"> • Activity Locations 	<ul style="list-style-type: none"> • Parking areas 	<ul style="list-style-type: none"> • Food and Beverage Areas 	<ul style="list-style-type: none"> • Seating Area

Please return form to:

Weyburn City Hall, 157 3rd St. NE, Weyburn, SK S4H 0W3 Phone: (306)848-3209

Email: cityclerk@weyburn.ca

FOR OFFICE USE ONLY

Date received _____ **Received by:** _____

Please use the space below to provide any other relevant information:



CITY OF WEYBURN
Temporary Street/Alley
Closure Application

APPENDIX A

Applicant

Name: _____
Address: _____
City & Prov: _____
Postal Code: _____
Phone: _____
Email: _____

Proposed Closure:

Street Sidewalk Parking Lane/Alley

Location: _____

Proposed Start Date: _____

Proposed Completion: _____

A Traffic Control Plan including all proposed work, detour routes & signage has been submitted

Terms and Conditions

1. Application must be submitted to the City of Weyburn for approval at least 48 hours prior to the proposed start date. Closure requests involving the highway connectors (Highway 13, 35 & 39) require a week notice. Additional permission/permits may be required by the Ministry of Highways. **A Traffic Control Plan must accompany the application and include all details of proposed work, including detour routes and signage to be used.**
2. Permit is valid for the time frame as set out above.
3. Notice shall be provided to the all property owners affected by the closure at 48 hours in advance.
4. The applicant agrees to repair any damage done to the pavement, curbing, trees, sidewalk or other property situated on the road allowance, at the expense of the Applicant and to the satisfaction of the City Engineer.
5. Safety control devices shall be put in place to ensure public, vehicular or pedestrian safety during the closure. All safety control devices (barricades, pylons, etc.) are the responsibility of the applicant. The City of Weyburn does not provide these devices for the closure nor assist in the set up/take down of the devices.

I hereby acknowledge and agree to comply with all provisions as noted above.

Date

Owner

Road/Sidewalk closure approved for the following dates: _____

Approved By:

Date:

ENGINEERING DEPRARMENT

Box 370, Weyburn, SK., S4H 2K6 Phone: 306.848.3230 Email: engineering@weyburn.ca



CITY OF WEYBURN
157 3rd Street NE | PO Box 370
Weyburn, SK | S4H 2K6
P: (306) 848-3200 | F: (306) 842-2001

APPENDIX B

Special Occasion Application Form (indoor City owned facilities)

**** Only fill out if you plan on having alcohol at your event****

Name of Organization:	Type of Organization:
Applicant Name:	
Applicant Phone #:	Applicant Email:
Mailing Address:	Postal Code:
City:	Province:
Event Purpose:	
Proceeds from Event to be Used For:	
Event Date(s):	Event Times:
Requested Location (City owned facility name & rental space):	
Projected # of Guests:	
Security Company (include contact name and #):	
Security Hours:	Number of Guards:
Applicant Signature:	Date of Submission:

Please return completed form to City Hall or email to cityclerk@weyburn.ca at least one month prior to your event.



****Only fill out if you plan on having alcohol at your event****

CITY OF WEYBURN

157 3rd Street NE | PO Box 370

Weyburn, SK | S4H 2K6

P: (306) 848-3200 | F: (306) 842-2001

APPENDIX C

Special Occasion Application Form (Outdoor)

Name of Organization:	Type of Organization:
Applicant Name:	
Applicant Phone #:	Applicant Email:
Mailing Address:	Postal Code:
City:	Province:
Event Purpose:	
Proceeds from Event to be Used For:	
Event Date(s):	Event Times:
Event Location & Street Address:	
Projected # of Guests:	
Security Company (include contact name and #):	
Security Hours:	Number of Guards:
Applicant Signature:	Date of Submission:

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

Alcohol Serving Map

Washroom Locations

Fence Height

Refreshment Locations

Please return completed form to Weyburn City Hall, or email to cityclerk@weyburn.ca at least two months prior to your event.



CITY OF WEYBURN

Portable Sign Permit Application Temporary Signs

APPENDIX D

Application No.	File No.

Applicant

Name: _____

No. of Signs: _____

Mailing Address: _____

Location: _____

Phone: _____

Sign Dimensions: _____

Email Address: _____

Sign Message: _____

General Information

1. Sign owners shall be responsible for permanently attaching contact information, including name and phone number, to a visible location on the sign;
2. Sign owners are responsible for the placement of the sign and meeting the provisions of the Bylaw;
3. Every owner of a portable sign shall obtain a license from the City of Weyburn for each sign and shall pay the annual registration fee as set out in the Bylaw;
4. Portable signs shall be restricted to commercial and industrial properties only;
5. No more than one portable sign is permitted on a property unless the frontage exceeds 30m, one addition sign can be place for each 30m;
6. The minimum distance between any two signs on the street frontage shall be 6 meters;
7. No sign shall be placed within the intersection sight triangle, in any zone for any reason;
8. No sign shall be located on City of Weyburn property without approval from the City of Weyburn;
9. Portable signs may not be illuminated, electrified or animated;
10. A portable sign may be placed in a residential zone, provided/;
 - a. It is on a vacant lot in a residential subdivision undergoing development;
 - b. Its advertising content pertains to the sale of lots in that subdivision; and
 - c. May not be located in any phase of subdivision which has sold more than 75% of parcels in that phase.
11. Portable signs found in non-compliant locations will be subject to fines as set out in the Bylaw;

Intersection Sight Triangle - A triangle bounded by the street lines (line between the street and the lot) and a line joining points on the street lines a distance of 7.6m from their point of intersection

I hereby acknowledge and agree to comply with all provisions of the City Bylaw 2014-3290 a Bylaw Regulating Portable Signs within the City of Weyburn. I also agree that I will be invoiced the annual registration fee of \$75 and further agree to advise the City, in writing, when the said portable sign has been removed or is no longer in service.

Date

Owner

FOR OFFICE USE ONLY

Date: _____

Fee: _____

Approved: _____

City Official



APPENDIX E

EXHIBIT "A" TO BYLAW NO. _____

CITY OF WEYBURN
157 3rd Street NE | PO Box 370
Weyburn, SK | S4H 2K6
P: (306) 848-3200 | F: (306) 842-2001

BUSINESS LICENCE APPLICATION FORM

Application Type: (please check box that applies)

Resident Non- Resident Change of Location Change of Business Name

Business Information: (please complete all lines clearly)

Applicant Name: _____

Business Owner Name (to be listed on file for future contact): _____

Business Name: _____

Physical Address of Business: _____

Business Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Business Phone: _____ Cell Phone: _____

Business Email: _____

Description of Business: _____

The applicant hereby agrees to be responsible for the Business License in connection with the respective business until such time as it notifies the City of Weyburn in writing that the applicant is no longer carrying on such business in Weyburn.

The applicant hereby recognizes and agrees that it is his/her responsibility to secure and comply with all applicable Federal, Provincial and Municipal Government laws, regulations and licenses respecting this proposed business and that the City's Business License is effective for the current year and is non-refundable

Application Date

Signature of Applicant





Application No.

CONTACT INFORMATION:

Business Name:	
Contact Name:	Address:
Phone:	Email:

MOBILE FOOD CONCESSION DESCRIPTION:

- Please describe your Mobile Food Concession:
 Food Truck Trailer Other: _____
- Please describe the service and serving locations of your Mobile Food Concession and any other limitations. (e.g. service window on left side, payments at rear)

Description: _____

- Does your mobile unit utilize propane? Yes No
- Will you be supplying a generator? Yes No
- Will you be supplying a tent? Yes No
- If yes, what is the size of the tent? _____
(Please be aware that all tents must be adequately secured with sandbags if located on pavement or with pegs if on grass. Sandbags and pegs must be provided by vendor.)

Proposed Commencement Date: _____ Proposed Completion: _____

APPLICATION REQUIREMENTS:

Permits expire December 31st of the year it is issued and must be renewed annually. Applications for Mobile Vending Permits shall contain copies of the following information:

- Written approval from The Saskatchewan Health Authority (SHA) that the Mobile Vending Unit complies with Province of Saskatchewan Food Safety Regulations and the SHA's Guidelines.
- City of Weyburn Business License.
- Valid Fire Safety Compliance Certificate from your home City.
- SaskPower Gas Inspections Certificate. *(if applicable)*
- Proof of Motor Vehicle Registration. *(if applicable)*
- Photograph. of Mobile Food Truck showing all sides of the vehicle. *(if applicable)*



CITY OF WEYBURN
Mobile Food Vendor Application

I/We hereby acknowledge reading this application and state that the information contained herein is correct. I agree to comply with all City Bylaws and / or Provincial Regulations. I also agree to pay the cost of advertising my application for a discretionary use if Council directs that it be advertised pursuant to Section 3.5.2(b) of the Zoning Bylaw.

Applicant Signature: _____

Date: _____



Fire Pit Permit

Name	Date
Address	City/Province WEYBURN SK
Postal Code	Telephone Number
<input type="checkbox"/> Renter <input type="checkbox"/> Owner *Renters must supply a signed letter of authorization from their landlord*	

**CITY OF WEYBURN
FIRE AND PROTECTIVE SERVICES BYLAW
BYLAW NO. 2021-3424**

Requirements Pertaining to the Installation & Operation of Outdoor Fire Places/Fire Pits

- Must be enclosed and constructed of a non-combustible material, or be a commercially built product.
- Must be enclosed with a heavy gauge metal screen with openings no greater than 13mm.
- Must have a surface or cooking area not exceeding 3,800 square centimetres i.e. 2' x 2' or 24" in diameter
- Must be located a minimum of 3 metres (10') from any building, property line, and/or combustible material.
- Only clean, charcoal, or briquettes may be used.
- Cannot be used to burn garbage, rubbish, construction material, garden or yard waste.
- If a complaint is made regarding smoke bothering others, the fire must be extinguished without delay, regardless of the issuance of this permit.
- The Weyburn Fire Department reserves the right to enter the permit holders premises to inspect the installation.
- No person is permitted to set or cause to be set an open fire in the City without first obtaining a permit and paying the appropriate fee.
- A permit is not required for an open air fire that is used for cooking in commercially manufactured and certified fireplaces, grills, or barbeques, so long as the fuel is natural gas, propane, or charcoal briquettes.

Please Note:

- Permits are non-transferable between addresses.
- Any changes in the use, occupancy, or activity in or to the building will require a new permit.
- This permit is valid from the date issued until revoked by the City of Weyburn

For inquiries contact the Weyburn Fire Department at (306) 848-3240

**For payment details contact Weyburn Finance Department (306) 848-3200 or visit City Hall at
157 3rd St. NE, Weyburn, SK**

Signature – Permit Holder

Signature – Finance Department

FOR OFFICE USE ONLY	Permit #	Issued By: Finance Department	Permit Fee: \$25.00(01-03-3600-2500)
	General Receipt #		GST %5: \$1.25 (01-02-2050-1400)
			Total: \$26.25

