

Special Event Policy

Ministry of Parks, Culture and Sport

Revised: 03.24.22

Please complete the form below, incorporate all requested information, and return it by email to Parks.Info@gov.sk.ca. Incomplete or applications with false information will result in the application being denied. The application will be reviewed, and you will be notified if approved or denied. The application must be received at least 15 business days prior to the event/activity. Late applications may be denied. Additional information may be attached to this form.

1.0 Definitions

- 1.1 A **Special Event** is any activity out of a provincial park's ordinary routine that occurs once per calendar year. A Special Event is carried out within a provincial park by an event sponsor. By virtue of the nature and scope of the activity, it requires a formal understanding between the Ministry of Parks, Culture and Sport and the event's Sponsor. Examples of a Special Event may include weddings, family reunions, community events, or sporting events.
- 1.2 A **Sponsor** is any individual, group, agency, association, or corporation with major organization and implementation responsibilities in the staging of a Special Event.
- 1.3 **Park Land** means Crown land constituted under *The Parks Act* as a provincial park, protected area, recreation site, or historic site.
- 1.4 A **Park Manager** is the designated personnel responsible for the day-to-day management of the provincial park, historic park or site, or recreation site (i.e. Park Lands).
- 1.5 **Provincial Park** means a historic park, a recreation park, a natural environment park, or a wilderness park pursuant to section 4 of *The Parks Act*.
- 1.6 **School/Youth Group** is a youth organization of 10 or more persons, such as a school or not-for-profit organization that includes members who are 17 years of age or younger and focuses on recreation, nature and education.
- 1.7 **The Applicant** is the individual responsible for the formal application of the special event. The applicant must be 18 years of age or older and must obtain permission for the special event within park lands. Written application must be completed at least 15 business days prior to the proposed event date.
- 1.8 **Partnership** refers to people and/or organization(s) who have an association with the Ministry of Parks, Culture and Sport and either hold a business operating license agreement, vendor permit and/or pay ongoing fees to the Ministry, including but not limited to cottage leases, and commercial business lessee fees.

2.0 Approval Criteria and General Guidelines

- 2.1 All Special Events will require a complete and approved Special Event or Vendor permit if you answer yes to two or more of the questions below:
 - Will the event require partial or exclusive closures in-park locations and/or amenities such as: roads, trails, waterways, day-use areas, etc.?
 - Will banners and signage be used to promote the event?
 - Will food be provided to participants?
 - Will you promote this event on social media, and/or will the media be present at the event?
 - Will the event require infrastructure such as tents, speakers, generators or portable toilets?
 - Will the event have over 50 people attending?
 - Will there be alcohol served at the event?
 - Are you hosting a wedding?
- 2.2 All Special Events shall be reviewed with the following minimum criteria for approval:
 - 2.2.1 The applicant is expected to pay for services beyond routine operations and maintenance;
 - 2.2.2 no significant environmental impacts or damage should occur due to the preparation or staging of activities;
 - 2.2.3 no significant impacts should occur to regular park operation or park users;
 - 2.2.4 the event shall not conflict with the business operation of commercial lessees within the park;
 - 2.2.5 activities are to be safe for participants and spectators and have minimal impact on other park users;
 - 2.2.6 the event may not be associated with illegal activities;
 - 2.2.7 the event must be free from bullying, harassment, racism, discrimination and ensure that all individuals are treated with dignity and respect;
 - 2.2.8 when the Sponsor supplies security staff, they must be qualified to act in a security capacity and remain fit for duty

during the event and;

2.2.9 facility use must not impact other public use unless the event is open to the general public or if the facility's exclusive use is deemed acceptable. The Sponsor is responsible for all cleanup of facilities within the facility rental timelines.

2.2.10 events requiring installation fences or infrastructure into the ground must contact Sask 1st to provide line locates at least two days before set-up. Fences or infrastructure must be approved by the park. Installation must not affect the environment.

2.3 For Special Events categorized as moderate, considerable, and Business Vendor Permit, the Sponsor shall, at least five business days prior to the event, provide the Ministry with a certificate of insurance, or other evidence satisfactory to the Ministry, indicating that the Sponsor has secured, in respect of the event, comprehensive general liability insurance covering loss of life, bodily injury, and property damage, in an amount no less than \$2,000,000 inclusive of any one occurrence. Such policy shall:

2.3.1 Be effected with an insurer licensed to carry on business in the province of Saskatchewan;

2.3.2 cover participant liability;

2.3.3 name the Government of Saskatchewan as an additional insured; and provide fourteen business days' notice to the Minister in case of introduction of major coverage restriction.

3.0 Special Event Fees

3.1 Special Event Fee Schedule

| Scale of Event | Criteria and Examples | Special Event Fees (June 22 to Monday of Labour Day) | Special Event Fees (Tuesday after Labour Day to June 21) |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------|
| Minor | <ul style="list-style-type: none"> No assistance from park staff is required No infrastructure closures <i>Examples:</i> wedding ceremony on the beach, small family reunion | \$0 | \$0 |
| Moderate | <ul style="list-style-type: none"> Minor use of facilities or infrastructure Park staff assistance required less than 3 hours Insurance Requirement: minimum of \$2,000,000 public liability insurance Proof of permits required two weeks prior to the event Examples: small recreation event, wedding reception where the park provides tables and chairs | \$100 | \$0 |
| Considerable | <ul style="list-style-type: none"> Considerable infrastructure closures Significant equipment and assistance from park staff are required prior to, during, and/or following the event Insurance Requirement: minimum of \$2,000,000 public liability insurance Proof of permits required two weeks prior to the event <i>Examples:</i> an athletic event that requires trails to be closed to the general public. | \$200 | \$0 |

Events falling under the Business Vendor Permit category require a separate permit. Sask Parks will coordinate this process with you after the Special Event Application is submitted.

Benefits of a vendor permit include:

- Considered an official partner of Sask Parks and direct contact with the Business Development and Leasing team.
- You will be able to connect with our other partners who will round out or build on your event giving you additional exposure.
- Free promotion and advertising of events through Sask Parks social media, website and other communications channels.
- The vendor permit covers a twelve-month period. One fee allows you to host multiple events at multiple parks.
- Two in-park business entry permits included.

Interested in these additional services? Let Sask Parks know by including this information when you submit the application to parks.info@gov.sk.ca. Any event can apply for a Vendor Permit if you want the additional benefits.

| | | | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| Business Vendor Permit | <ul style="list-style-type: none"> • Large revenue-generating initiative • Sale of merchandise or services to park visitors • Considerable infrastructure closures • Significant equipment and assistance from park staff are required prior to, during, and/or following the event • Insurance Requirement: minimum of \$2,000,000 public liability insurance • Proof of permits required two weeks prior to the event <p><i>Examples: festivals/concerts where tickets or admissions are sold for profit. Large scale competitions such as a fishing derby with significant number of participants and registration fees.</i></p> | \$500 | \$500 |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|

- 3.2** Special event permit fees must be paid in full at a minimum of five (5) business days prior to the event start date.
- 3.3** Cancellations made fourteen business days or less prior to 8:00 a.m. of your event's first date will result in the forfeit of all fees. To cancel your Special Event, a written notification must be sent to parks.info@gov.sk.
- 3.4** If you are booking a park-owned Recreation Hall, Pavilion, or other facility, special event fees can be waived, and only one public liability insurance for \$2,000,000 is required.
- 3.5** Special event fees will be waived for moderate and considerable events from Tuesday after Labour Day to June 21; however, the events will still require public liability insurance.
- 3.6** Special event fees will be waived for school/youth groups hosting moderate and considerable events from September 1 to June 23, however the events will still require public liability insurance.
- 3.7** At the Park Manager's discretion, courtesy entry permits can be provided to event organizers.
- 3.8** Any additional costs incurred by park staff to assist in event staging may be charged to the Sponsor.
- 3.9** At the discretion of the Park Manager, application and/or special event fees may be waived if the Sponsor is hosting a fundraiser where proceeds are being donated to Saskatchewan Provincial Parks.
- 3.10** Additional costs apply for bookings obtained through a Facility Rental Agreement with Saskatchewan Parks.
- 3.11** A vehicle entry permit is required to access Saskatchewan Provincial Parks. Daily, weekly, and annual passes are available. Saskatchewan residents 65 or older can receive a free park entry permit with proof of age and residency.
- 3.12** The Sponsor shall be liable to the Ministry for any damage to park buildings, furniture, facilities, or grounds caused by the Sponsor, its members, employees, volunteers, contractors, patrons, customers, concessionaires, or by any participants in or spectators of the event.
- 4.0 Upon receipt of a Special Event Application, a designate from Saskatchewan Provincial Parks, depending upon the type, nature, and requirements of the Special Event, shall:**
- 4.1** Review the proposal regarding appropriate Legislation, Regulations, and the Special Events Policy and these procedural directives.
- 4.2** Advise the applicant, in writing, regarding acceptance or rejection of the proposal and any special conditions if accepted, and rationale for rejection.
- 4.3** Notify the appropriate Ministry staff of the decision.
- 5.0 When filling out the Special Event Application, please consider the following:**
- 5.1** To gain approval, the Special Event and Business Vendor permit may require additional permits (e.g. a food or liquor permit).
- 5.2** The applicant agrees to indemnify and hold the Ministry of Parks, Culture and Sport harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts of omissions related to the Special Event.

Special Event Application

Date of Application (MM/DD/YYYY)

Event Organizer Information

Name of Organization/Sponsor

Applicant's Name

Address

City/Town

Province

Postal Code

Telephone (work)

Telephone (cell)

Email Address

Do you currently hold a business operating license agreement or commercial lease within Saskatchewan Provincial Parks?

- Yes
 No

Is this event open to the public? Yes No

Event Information

Event Name

Start Date (MM/DD/YY) (time)

End Date (MM/DD/YY) (time)

Arrival Date (MM/DD/YY) (time)

Departure Date (MM/DD/YY) (time)

Event Type:

- Athletic or sporting event
 Car show
 Concert
 Film production
 Fishing derby
 Wedding
 Other: _____

For Profit Event:

- Yes
 No

If no, please indicate where donations will be provided too: _____

Will merchandise be sold?

- Yes
 No

If yes, please indicate what type of merchandise will be sold (including any logos and/or branding):

Registration Fee Per Participant:

Event Description:

Provincial Park or Recreation Site

Location in Park (facility, group use, etc.)

Anticipated Number of Participants (daily attendance)

Number of Event Staff (daily attendance)

Anticipated Number of Spectators (daily attendance)

Is/Does the event:

- Celebrating or displaying a specific theme
- Occur more than two times annually

- Sell tickets or charge admission fees

Park Equipment Requested

In some circumstances, special requests for park equipment and/or facilities may be accommodated. Please indicate the type of equipment and/or facilities you are interested in:

- | | |
|-----------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Ball Diamond/Field Booking | <input type="checkbox"/> Barricades/Cones |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Garbage bins | <input type="checkbox"/> Group campsite(s) |
| <input type="checkbox"/> Pavilion | <input type="checkbox"/> Recreation Hall |
| <input type="checkbox"/> Recycling bins | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Other: _____ | |

Any additional costs incurred by park staff to assist in event staging may be charged to the Sponsor.

Event Tents

Are you planning on putting up tents? Yes No

If yes, please provide the location in the park, the dimensions of the tent, and your planned use.

Prior to putting up tents, [Sask 1st Call](#) must be contacted to provide line locates at least two days before set-up.

Vehicle Traffic and Closures

Do you have a transportation plan (shuttle buses, reliance on private vehicles, etc.)? _____

Will road closures be needed before, after, or during the event? _____

Please specify any parking requirements, and how the event will impact the environment or other visitors.

Utilities

Are utilities required (water, washrooms, electrical, sewage, etc.)? Yes No

If yes, please specify your requirements and include the voltage needed.

Insurance

There must be a minimum of \$2,000,000 public liability insurance for Special Events categorized as moderate, considerable, and Business Vendor Permit. Proof of insurance will be required by the Park Manager at least ten business days prior to the event.

Describe the insurance coverage for the event.

Permits and Approvals

A copy of all permits and approvals is required to be given to the Park Manager at least ten business days prior to the event.

1. Will alcohol be served? Yes No

If yes, please complete the necessary [Saskatchewan Liquor Permit](#).

2. Will the event include any raffles (e.g. 50/50, auction, etc.)? Yes No

If yes, please apply for your raffle license through the [Saskatchewan Liquor and Gaming Authority](#).

3. Will the event be a Competitive Fishing Event? Yes No

If yes, please complete the necessary [Competitive Fishing Event application form](#).

4. Will the event require a Temporary Food Service License? Yes No

Many events where a Temporary Food Service License is not required include events hosted by community organizations such as service clubs, community associations, multicultural associations, churches, schools, sports teams, and recreational clubs. Please contact your [Public Health Inspector](#) to confirm requirements specific to your event.

Food trucks and mobile food carts already licensed by the Saskatchewan Health Region as a Public Eating Establishment do not require a Temporary Food Service License.

Advertisement

Do you plan to advertise or issue a press release before the event/activity? Yes No

If this event is an event open to public, do you want this event advertised on Saskatchewan Provincial Parks website and/or social media? Yes No

If yes, please ensure the advertisement is appropriate and respectful to all members of the community and the Government of Saskatchewan (see item 2.1.7 in the Special Event Policy).

The Ministry of Parks, Culture and Sport reserves the right to advertise public events. To advertise this special event, complete the ad template below.

Are you interested in Saskatchewan Parks providing you and your participants with information regarding amenities in provincial parks? Yes No

Additional Comments

Please provide any additional comments that the Ministry of Parks, Culture and Sport should be aware of.

Submission

- I acknowledge that I (we) have read, and do hereby understand, the above Special Event Policy and information.
- I certify the information in this application is true, complete, and correct to the best of my knowledge. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the park when the application is issued. I understand that false or incomplete information will result in denial of this application.

X _____
Applicant Signature
(typing your name here confirms the selections above) (typing your name here confirms the selections above)

Once application is completed – email to: parks.info@gov.sk.ca

ADMINISTRATIVE USE ONLY

- Minor
- Moderate
- Considerable
- Business Vendor Permit

X _____
Head Office Designate
Ministry of Parks, Culture and Sport

- Approve
- Deny

Approve with the following changes:

Rationale for Saskatchewan Parks' denial of application:

Permits and/or Agreements will be issued for all approved events. Depending on the activities being undertaken, further permits, permissions, or agreements may be required and will be identified as conditions when the event has been approved. Generally, Special Events defined as considerable or Business Vendor Permit in the fee schedule will require more than a simple permit and may be subject to additional legal agreements or contracts. These will typically be undertaken for large scale events in premier locations or for events that are co-sponsored by Saskatchewan Parks. When required, legal agreements or contracts will specifically detail the responsibilities of both Saskatchewan Parks and the event organizer. The approval process and the terms and conditions of any permit or agreement are guided by the information contained in the Special Event Policy and all other Saskatchewan Parks rules, regulations, and policies.

X _____
Park Manager
Ministry of Parks, Culture and Sport

Special Event Details for Promotion

Ministry of Parks, Culture and Sport

For any events that are open to the public, please complete the sections below. This information will be used to promote your special event on Sask Parks web and/or social channels.

Event name

Provincial Park

Specific location of event within the park

Date(s)

Time(s)

Description:

Where can people find more information?:

Is there registration or a fee required? If so where can people find more information?:

Social media pages or handles (Facebook, Instagram):

Any additional comments you would like to include:

Please provide a “wow” photo by attaching it to the email submission. You can send a couple options if you like. Make sure it is relevant to parks, make sure you have permission from whoever is in the photo or whoever took the photo.