



Policy Title Special Event Permit	Adopted By Council Amended 2023-Feb-15	Policy Number 2022-006 4 Pages
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CONDITIONS FOR SPECIAL EVENT PERMITS

1. GENERAL PERMIT CONDITIONS: Applicable to all permits.

a) **Special Event**

- Must be of limited and fixed duration
- Require one or more organizers.
- Planned and controlled.
- At a physical event location.

b) **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.

c) **Alcohol Consumption Regulations:**

The applicants are responsible to ensure compliance with all provincial alcohol regulations.

d) **Compliance with Bylaws:**

The applicants are responsible to abide by all Town bylaws including but not limited to the Fire Prevention Bylaw, the Noise Bylaw, and the Traffic Bylaw.

e) **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.

f) **Temporary Food Permit**

The applicants are responsible to ensure compliance with all Saskatchewan Health Authority's regulations.

g) **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.



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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 facility that is owned by the municipality.

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 Saskatchewan Health Authority. Visit Saskatchewan Health Authority'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.



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APPLICATION

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 Town of Dundurn liable for any accidents, injuries, harm, or damage to the persons or property that occur at the Town’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.

Town Administrator or Designate Signature: _____

Date: _____

CC: RCMP
Fire Department

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 Town Office at (306) 492-2022.

Request to Municipality for Special Event Permit Approval



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Municipal approval is required for the issuance of a special event liquor permit by the Saskatchewan Liquor and Gaming Authority.

Please provide the Town of Dundurn Office

Name of the organization or Person Requesting 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 oversee security:	

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