



# WASCANA CENTRE AUTHORITY SPECIAL EVENT APPLICATION SCHEDULE "A"

Office use only:

**Return application to Wascana Centre Authority by:**

**E-mail:** [wca@wascana.sk.ca](mailto:wca@wascana.sk.ca)

**Fax:** (306) 347-1875

**Mail:** P.O. Box 7111, Regina, Sk., S4P 3S7

**In Person:** 2900 Wascana Drive, Regina, Sk.

\* A \$30 APPLICATION FEE MUST BE SUBMITTED WITH THIS FORM. APPLICATIONS WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED.

Credit, debit, cheque & cash all accepted (make cheques payable to Wascana Centre Authority)

\* EVENTS ARE PROCESSED ON A FIRST COME FIRST-SERVED BASIS.

Annual events will be noted but not processed prior to one year in advance.

<b>EVENT NAME:</b>		<b>DATE(S) &amp; TIME(S) OF EVENT:</b>	
<b>SETUP DATE(S) &amp; TIMES:</b>		<b>TAKE DOWN DATE(S) &amp; TIMES:</b>	
<b>EVENT ORGANIZERS:</b>		<b>MAILING ADDRESS:</b>	
<b>MAIN CONTACT PERSON:</b>	<b>HOME PHONE:</b>	<b>CELL PHONE:</b>	<b>WORK PHONE:</b>
	<b>FAX :</b>	<b>E-MAIL ADDRESS:</b>	
<b>ALTERNATE ON-SITE CONTACT:</b>	<b>HOME PHONE:</b>	<b>CELL PHONE:</b>	<b>WORK PHONE:</b>
	<b>FAX :</b>	<b>E-MAIL ADDRESS:</b>	

**EVENT DESCRIPTION:** Please write a description of the event or list a web-site address. This will be listed on [www.wascana.ca](http://www.wascana.ca) under Events (leave blank if advertising is not desired).

**Check all boxes that apply to event requested:**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Open to the Public | <input type="checkbox"/> Festival/Carnival     | <input type="checkbox"/> Run/Walk/Marathon | <input type="checkbox"/> Wedding/Ceremony/Reception |
| <input type="checkbox"/> Private Function   | <input type="checkbox"/> Sporting Activity     | <input type="checkbox"/> Beer Garden       | <input type="checkbox"/> Demonstration/Parade       |
| <input type="checkbox"/> Company BBQ/Picnic | <input type="checkbox"/> Product Demonstration | <input type="checkbox"/> Lake Event        | <input type="checkbox"/> Other (explain) _____      |
| <input type="checkbox"/> Family BBQ/Picnic  | <input type="checkbox"/> Concert/Performance   |  | _____   |

**LOCATION FEES:**

- Charitable/community groups: Area usage fee is \$100-\$250 per day or in a prime area fee is \$200-\$500.
- Commercial groups: Area usage fee will be negotiated individually, minimum fee is \$200 per day. Prime area fees are additional.

**\*\*Prime areas are in front of the Legislative Building and behind the RSM area. See the accompanying map.**

**AREA OF WASCANA CENTRE REQUESTED - please provide a brief description and attach a site map.**

**If the date requested is not available, would your organization be willing to look at alternates?**

- Alternate Location                       Alternate Date

**WEATHER CONTINGENCY PLAN:**

- Go ahead with full event       Go ahead with modified event       Reschedule       Cancel

Describe weather conditions that would result in cancellation or rescheduling event:

**ANTICIPATED ATTENDANCE EACH DAY**

(including organizers, volunteers, participants and spectators):

- \* Please check all activities that apply to the event and provide a brief description for those activities you have checked.
- \* Illustrate on the attached map your site layout and/or route.
- \* Identify the location of all event components being brought onto the site.
- \* If the activity is a run or walk, submit a map of the route in addition to the start and finish area(s).
- \* Dependent upon the activity, applicants may be required to supply documentation before final authorization is issued (i.e., insurance, food permit, liquor permit).
- \* Note that not all activity is suitable for all locations - some activities may not be approved.

Amplified sound (live music no more than 95 decibels; DJ and recorded music no more than 90 db.)

Animal related activities (clean up after the animals is required).

Banners - Number/size/purpose/location and wording must be provided.

Barricades - WCA can provide 6 at no charge. Users are responsible for erecting and staffing.  
Additional barricades can be rented at 3 for \$15.00 per day or per event. Limited numbers are available.

BBQ's - must be placed on material such as wood, cardboard, etc.

Bleachers -number/size/location. Placement confirmed by WCA staff.  
Location approval must be confirmed with WCA Assistant Manager of Maintenance. Call 536-0944.

Charging an admission fee.

Dunk tanks - must provide own water source.

Fencing - Refer to page 4 for further details  
Approval must be confirmed with WCA Assistant Manager of Maintenance. Call 536-0944.

Fireworks - appropriate permits and security required.

Food distribution free of charge

Food Sales - Temporary food permit, menu and price required for each vendor.

Garbage Barrels - WCA will supply barrels at no charge - specify number and locations  
Locations must be confirmed with WCA Assistant Manager of Maintenance. Call 536-0944.

Garbage Roll-off containers - users are responsible for emptying and removing debris from Wascana Centre.  
Approval must be confirmed with WCA Assistant Manager of Maintenance. Call 536-0944.

Generator(s)-must be placed on material such as wood or cardboard. Note: no power sources are available in Wascana Centre.

Inflatables (tents/bouncers, etc.) Number/size.

Merchandise sales.

On-site fund raising

Other structures to be erected. Please specify.

- Parade route with start/finish. Parade permit must be received from City of Regina if utilizing areas outside Wascana Centre.
- Parking lot closure - note location.
- Parking off of roadway
- Policing Service- Subject to availability of Wascana Special Constables at \$100/hour, minimum 3 hours.  
WCA may require this for some events.
- Portable toilets - Number and location. Overnight security is required  
Approval must be confirmed with WCA Assistant Manager of Maintenance. Call 536-0944.
- Reserving parking spots - number/location/purpose.
- Road closures - please specify.
- Road restrictions - please specify.
- Road / Sidewalk marking - only products that are chalk based, temporary and washable may be used.  
Markings that are not temporary are considered graffiti.
- Signs - Must follow WCA policy which does not permit advertising outside event area  
but does allow for directional or information
- Security - WCA requires that the event provide security for all overnight site setup, concerts and/or beer gardens.
- Stage(s) - number/size/location.  
Location approval must be confirmed with WCA Assistant Manager of Maintenance. Call 536-0944.
- Tent(s) using stakes - number/size/location.  
Location approval must be confirmed with WCA Assistant Manager of Maintenance. Call 536-0944.
- Vehicle Access - number, size & purpose required for using off designated roadways. .
- Vendor stations - include in site map
- Watercraft - number/size/purpose. Motorboats must supply Transport Canada Vessel ID number.  
Coast Guard approval may be required.

Please provide any additional information:

1. Non-refundable application fee - \$30  
The administration fee does not apply to those engaging in rallies or demonstrations, or police, fire and military exercises unless event activities are organized in conjunction.
2. Location Fees
  - Commercial Ventures
    - Contracts will be negotiated individually and may, if applicable, include a percentage of gate revenue.
    - Area usage fee for events using less than 600 square feet is a minimum \$200 per day or \$400 per day in prime\* areas.
    - Area usage fee for events using more than 600 square ft. is a minimum \$500 per day or \$1000 per day in prime\* areas.
  - Charitable organizations/ community events, (including fundraisers, weddings, not-for profit activities)
    - Area usage fee for events using less than 600 square feet is \$100 per day or \$200 per day in prime\* areas.
    - Area usage fee for events using more than 600 square feet is \$250 per day or \$500 per day in prime\* areas.
- \*Prime areas are in front of the Legislative Building and RSM area - please see map  
Note: If site is not cleared and cleaned by the agreed upon date, a penalty will be charged for each day thereafter.
3. Lake Access
  - \$100 - \$200 per day access fee for all organized events held on Wascana Lake
4. Road/Path Preservation
  - \$25 - \$50 per km maintenance fee for all organized runs and walks held in Wascana Centre
5. Fitness Programs
  - \$25 - \$50 per hour reservation fee for all organized fitness programs held in Wascana Centre
6. Barricades
  - 6 - 8' barricades are provided free of charge.
  - Additional barricades can be rented at \$15 for 3 barricades (limited numbers available)
7. Fencing
  - To supply, erect and dismantle fencing using normal installation concepts:
    - \$2.00/lineal foot - regular workday
    - \$4.00/lineal foot - if overtime is required
  - To supply, erect and dismantle fencing supported by barrels, special supports, or other means:
    - \$2.50/lineal foot - regular workday
    - \$5.00/lineal foot - if overtime is required
- Note: If WCA elects to erect the fencing prior to the set-up date indicated, the event is not subject to additional charges.
8. Power panel outlets at Douglas Park Track - installation and removal
  - Portable panels - \$55 minimum (1 hour) plus \$55 per hour for all additional hours
  - Panels where an electrician is necessary - actual cost of electrician may be between \$80 & \$160 per event
9. Cost to mark out water lines for erection of tents is free of charge if done with sufficient notice given (ie 2 weeks).
10. Cost to mark out electrical lines where outside electrical firm is hired:
  - Actual costs will be billed but will be not less than:
    - Marina Restaurant lawn - \$100.00
    - West of Bandstand - \$245.00
    - Douglas Park Parking Lot - \$100.00
11. Special Duty Officers - Subject to availability, WCA Special Constables may be contracted to provide service to your event specifically. Cost is \$100 per hour, per Constable with a minimum call-out of (3) three hours.  
Note: Some events will be required to hire additional WCA Constables at the event's cost.
12. For all other services required specifically for your event, a fee of \$100 per worker per hour will be charged.

