



CITY OF HUMBOLDT
 COMMUNITY & LEISURE SERVICES
 A: 619 17th Street P.O. Box 640
 Humboldt, SK S0K 2A0
 P: (306) 682-2597 Toll Free 1-877-277-6748
 E: communityleisureservices@humboldt.ca
 W: www.app.booking.ca/humboldtpub/

Park Permit Application Form

Please be advised that your event should not be advertised until approval has been granted and an invoice has been created.

FOR OFFICE USE ONLY - INVOICE#

PART A: CONTACT INFORMATION				
Primary Contact:			Email Address:	
Contact Phone Number:	Alternate Phone Number:	Box # or Address:	City/Town:	Postal Code:
Organization (If Applicable, will be visible to Public):		Title of Event (Will be visible to the Public):		
		<input type="checkbox"/> Keep Private OR		

PART B: EVENT DETAILS		
Park Requesting: <input type="checkbox"/> A. E. Kilcher <input type="checkbox"/> Bill Brecht <input type="checkbox"/> Carl Schenn <input type="checkbox"/> Centennial <input type="checkbox"/> Ball Diamonds <input type="checkbox"/> Open Space <input type="checkbox"/> Civic <input type="checkbox"/> Glenn Hall <input type="checkbox"/> St. Elizabeth <input type="checkbox"/> Water Ridge <input type="checkbox"/> Water Tower Greenspace	Event Activities: <input type="checkbox"/> Amplified Music <input type="checkbox"/> Concession <input type="checkbox"/> Demonstration / Protest <input type="checkbox"/> Fireworks <input type="checkbox"/> Propane BBQ <input type="checkbox"/> Run / Walk / Marathon <input type="checkbox"/> Sales / Solicitation <input type="checkbox"/> Tents – may require locates. <input type="checkbox"/> Tournament / Sporting Event <input type="checkbox"/> Other - Specify:	Date(s) & Time(s) Requesting: Set Up Date(s): Set Up Time(s): Date(s) of Event: Time(s) of Event: Take Down Date(s): Take Down Time(s): Brief Description of Event:
Overall Expected Event Attendance: <input type="checkbox"/> Under 500 <input type="checkbox"/> 501-3000 <input type="checkbox"/> Over 3000		

PART C: CIVIC SERVICES REQUESTING:		**FEES MAY APPLY
<input type="checkbox"/> No Civic Services Required <input type="checkbox"/> Access to Electrical Hook-Up (Centennial, Civic, & Water Ridge) <input type="checkbox"/> Access to Potable Water ** (Water Ridge)	<input type="checkbox"/> Barricades <input type="checkbox"/> Extra Garbage Bins # _____ <input type="checkbox"/> Extra Recycle Bins # _____ <input type="checkbox"/> Humboldt Fire Department** <input type="checkbox"/> Picnic Tables	<input type="checkbox"/> Other**

PART D: AGREEMENT

By Checking each box, I Understand that:

- Incomplete applications will not be reviewed.
- A submission of this application is a request to use park space and does not guarantee approval or permit.
- The event permit can only be used for the stated purpose of the event.
- A non-refundable permit fee will apply to all approved applications.
- Although the park space has been booked, it is understood that the event does not have exclusive use of the park.
- If food is served or sold at the event, event organizers and vendors require approval from the Saskatoon Health Region.
- As per City Policy #10240; Liquor is prohibited unless prior authorization has been received from the City of Humboldt, the RCMP has been notified, and all provincial liquor regulations have been met.
- Motor vehicles are restricted in parks unless permission has been granted from the City of Humboldt.
- Users will be responsible for all damages to park facilities and grounds.
- For special events, security and communication plans are the responsibility of the organizers. Event organizers are required to demonstrate appropriate security operations.

PART F: DECLARATION

This Park Permit Request Form has been filled out in full.

I hereby certify that, to the best of my knowledge, the information given in this application is true and correct.

Signature:

Printed Name:

Date:

SPECIAL EVENT APPLICATION PERMIT RATES	
Attendance	Rates
Up to 500 people	\$25.00
Up to 3000 people	\$50.00
Attendance greater than 3000	\$100.00

FOR OFFICE USE ONLY

Date Received:

Received By:

Amount Owed:

Date Payment Received:

APPROVED

DENIED

Authorized Signature:

Notes: