



CITY OF HUMBOLDT  
COMMUNITY & LEISURE SERVICES  
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W: [www.app.booking.ca/humboldtpub/](http://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

<b>Park Requesting:</b> <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 <input type="checkbox"/> Greenspace	<b>Event Activities:</b> <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:	<b>Date(s) &amp; Time(s) Requesting:</b> Set Up Date(s): Set Up Time(s):  Date(s) of Event:  Time(s) of Event:  Take Down Date(s): Take Down Time(s):  <b>Brief Description of Event:</b>
<b>Overall Expected Event Attendance:</b> <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**
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#### 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: