



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 (Uniplex) <input type="checkbox"/> Ball Diamonds <input type="checkbox"/> Open Space <input type="checkbox"/> Parking Lot <input type="checkbox"/> Civic <input type="checkbox"/> Glenn Hall (no electrical provided) <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 & Times of Request: Date: Set Up Time: Time of Event: Take Down Time: 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"/> 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 damage 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:

City of Humboldt
 Community & Leisure Services
 619 17th Street, PO Box 640
 Humboldt, SK, S0K 2A0
 306.682.2597
 clsadmin@humboldt.ca

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1. **A.E. Kilcher Park** (9th Avenue between 14th & 16th Streets) – Open Space, Ball Diamonds
2. **Bill Brecht Memorial Park** (Laskin Crescent) - Ball diamonds
3. **Carl Schenn Recreational Park** (12th Avenue near Bence Place) – Open Space
4. **Centennial Park** (Humboldt Uniplex Grounds) - Ball diamonds, open space, skate park
5. **Civic Park** (Highway #5 & Main Street)
6. **Conexus Pocket Park** (Along Highway #5 by campground)
7. **Glenn Hall Park** (Highway #5 & 4th Street) – Open Space
8. **Peace Park** (13th Avenue and Brockman Place)
9. **St. Augustine School Grounds** (9th Avenue & 12th Street) - Ball diamonds
10. **St. Dominic School Grounds** (2nd Avenue & 6th Street) - Ball diamonds
11. **St. Elizabeth Park** (1309 9th Street) - Disc golf, Open Space
12. **Water Ridge Park** (1st Street off the Golf Course Road) - Spray park, Open Space
13. **Wilf Chamney Park** (2nd Avenue & 13th Street)

POLICY #10240

TITLE: Park Policies & Rates

ADOPTED BY: City Council

ORIGIN: Community and Leisure Services Committee

REVIEWED BY: Executive Committee

JURISDICTION: City of Humboldt

EFFECTIVE DATE: March 24, 1998 **AMENDED:** April 27/15,

PAGE: Page 1/4 April 25/16, Sept. 24/18

1.0 PURPOSE

The City deems it expedient to make policy governing the management, maintenance, improvement, operation, control and use of recreational facilities and parks to ensure equal opportunity for organization and community members to utilize these recreational facilities and parks.

2.0 GENERAL POLICY

- 2.1 Users will be responsible for all damages to park facilities and grounds.
- 2.2 Proof of insurance is required by all sports organizations, major events and high risk rentals and must be supplied to the City of Humboldt Community and Leisure Services Department prior to confirmation of bookings. General Liability Insurance is highly recommended for all bookings but not required for General Public Use.
 - Proof of Insurance is a minimum of \$1,000,000.00 General Liability Insurance and should list the City of Humboldt as an additional named insured.
- 2.3 If maintenance functions are required, requests for services can be made in writing or in person to the Community and Leisure Services Administration Office at the Uniplex.
- 2.4 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.
- 2.5 For special events, security and communication plans are the responsibility of the organizers. Event organizers are required to demonstrate appropriate security operations.

- 2.6 The City reserves the right to evict, cause to be removed, or refuse further bookings or usage to person(s)/group(s) causing willful damage or contravening the Park Regulations.
- 2.7 The User Group agrees to pay any amount outstanding to the City and interest will be added to outstanding accounts in the following manner: two percent (2%) per month to accounts outstanding after thirty (30) days.
- 2.8 The User Group has the right to dispute charges within 60 days of the invoicing date. Any disputes need to be made in writing and addressed to the Community and Leisure Services Administration Department.

3.0 Rates, Fees & Booking Policies

- 3.1 The user fees for usage of the City of Humboldt Parks are detailed in Schedule "A" of this Policy.
- 3.2 Users are asked to complete the Special Event Application Form for any organized activities taking place in the parks including, but not limited to fundraisers, concerts, weddings, sporting events and other private and public functions outside of those discussed at the annual field user meeting.
- 3.3 The Community and Leisure Services Department performs routine care and maintenance of all City owned park spaces. Park spaces may get additional attention out of rotation in advance of rentals at the discretion of the Parks Foreman if deemed necessary.
- 3.4 The Regular Sport Usage Seasonal rate refers to activities undertaken by local adult and youth organizations as determined at the annual field users meeting. Seasons lasting longer than four (4) months may be subject to additional charges.
- 3.5 The Annual Field and Park Space Users Meeting will be held prior to March 30th of each year to set the regular usage and special events for the up-coming season. After this meeting, a schedule will be set and any future bookings will be on a first-come basis.
- 3.6 The park users' representative or an alternate must book fields or park space. The names, addresses and telephone numbers of the representatives must be submitted to the City of Humboldt Leisure Services Administration Office in writing prior to the annual Field Users and Park Space Meeting.

- 3.7 Cancellation of regular or special events must be made in writing to the Community and Leisure Services Administration Office a minimum of fourteen (14) days prior to the event date. If a cancellation notice is not received, the user will be charged accordingly.
- 3.8 The City of Humboldt reserves the right, due to legitimate emergencies or weather conditions that will damage the fields or park space, to postpone or reschedule any activity, with notice being given to the user group as soon as it is possible.

4.0 Special Event Application Form

- 4.1 All organized events and activities require an application form to be completed and submitted to the Leisure Services Administration Office. The form will be reviewed by the Department to ensure the event is meeting all regulations and to allow for open dialogue on any aspects of the event.
- 4.2 Applicants will not be charged a rental fee for use of the Park space, but will be required to pay a permit fee based on anticipated attendance to cover the cost of reviewing and discussing the application. Once approved, the rental will be included in the parks booking system.
- 4.3 The process will be reviewed at minimum annually in order to ensure that it meets the needs of the community and encourages the use of parks within our community.
- 4.4 The Application Form will clearly state that any damage or excessive clean up required in the parks as a result of a rental or activity will be the responsibility of the user group.



CITY OF HUMBOLDT PARKS & FIELD RATES – SCHEDULE “A”

1. SPECIAL EVENT APPLICATION PERMIT

Attendance	Permit Fee
Up to 500 people	\$25.00
Up to 3000 people	\$50.00
Attendance greater than 3000	\$100.00