

City Square Booking Checklist

Before your application is processed:

- Complete and sign City Square Booking application form and submit to the City of Regina at events@regina.ca.
- Complete and submit the required RPS Special Duty Application form if your event expects more than 500 people OR is serving alcohol. The form can be found at <http://www.reginapolice.ca/resources/special-duty-request-form/>
- Complete the City Square maps filled up and submit to the City of Regina at events@regina.ca.

Note: The above documents must be submitted a minimum of five (5) weeks prior to the event. Applications will not be processed unless all of the above documents and submitted and complete.

After your application is processed:

- Sign the Permit (Rental Contract) and email it back to events@regina.ca.
- Contact Service Regina with the [online service request form](#) or call [306-777-7000](tel:306-777-7000) for any street closures and/or bagged meters, as indicated on the application form.
- Obtain an alcohol permit by Saskatchewan Liquor & Gaming Authority and the City of Regina (if applicable).
SLGA: <https://www.sлга.com/permits-and-licences/liquor-permits>
- Obtain Food permit from the Regina Qu'Appelle Health Region (if food will be served or there are mobile vendors). <http://www.rqhealth.ca/departement/environmental-health/temporary-food-and-drink-concessions>
- Obtain a Raffle consent/license from the Saskatchewan Liquor & Gaming Authority (if applicable). <https://www.sлга.com/permits-and-licences/charitable-gaming/raffles>
- Pay rental fees to the City of Regina, as per Rental Contract.
- Secure Electrical permit (if deemed necessary by the City of Regina upon assessment of your application).
- Obtain a [Development Permit and Building Permit](#) (if temporary structures or tents are over 10m² or there is more than one).

- Complete a Special Occasion Application filled and submit to events@regina.ca (if applicable).
- Notification of Event letter template should be completed and sent to the City Square Businesses Contact List. Both the template and the contact list to be provided by the Community Consultant, Sport Facilities & Special Event.
- Final site plans submitted to events@regina.ca a minimum of four (4) weeks prior to the event.
- Fire inspection from RF&PA with notice given to the Fire Marshal's office a minimum of three (3) weeks prior to the inspection. Requests are sent to fast@regina.ca (if applicable).
- Prepare for walk through a minimum of three (3) weeks prior to the event with the Community Consultant, Sport Facilities & Special Event.
- Certificate of Insurance submitted to events@regina.ca a minimum of ten (10) business days prior to the event.

To subscribe or unsubscribe to the City Square Event Notification, please contact events@regina.ca