



SPS SPECIAL EVENT ASSISTANCE APPLICATION FORM

All event applicants must first fill out a City of Saskatoon application form which can be located at <http://bit.ly/cosevents>.

All requests to the Saskatoon Police Service (hereinafter referred to as the SPS) for assistance at pre-planned special events must be made **thirty (30) days in advance of the event**. However, in exigent circumstances where only minimal planning is required, applications may be received within thirty (30) days of the event.

Date of Request: _____

The completed application may be emailed to special.events@police.saskatoon.sk.ca or dropped off at SPS Headquarters located at #76 25th Street East Attention: Special Events Coordinator.

Applications are reviewed and a SPS notification letter will be emailed out indicating whether or not police assistance is required; and if so, whether or not it fits the criteria for SPS on-duty, SPS special duty or SPS call out. Refer to Appendix A for definitions.

****If deemed to be special duty, the coordinator will then email a contract for your completion. ****

Event Date(s): _____ Start Time: _____ am pm End Time: _____ am pm

Event Date(s): _____ Start Time: _____ am pm End Time: _____ am pm

For more dates and/or times required for your event please provide the details here (include date, start & end time(s))

Event Location Name and Address (if applicable): _____

Indoor Event Private Land Roadway City owned Park Space or Pathway Sidewalk

Type of Event (check any applicable):

Parade Concert City of Saskatoon (road construction, snow removal, etc.)
 Walk/Run Fundraising Event Filming Trade Show
 Festival Sporting Event Bank Moves Money Escort
 Community Activism (demonstrations or events to raise awareness of an issue that is of a public nature)

Other: Explain _____

Duties Requested (check any applicable):

Security and Crowd Management Money Escort Traffic Control Traffic Escort

Other: Explain _____

Name of Company/Business or Organization: _____

Representative #1:

(Name and Date of Birth): _____

Position: _____

Landline: _____

Cell #: _____

Email: _____

Representative #2:

(Name and Date of Birth): _____

Position: _____

Landline: _____

Cell #: _____

Email: _____

In areas that are not applicable to your event, place "N/A" in the space provided if there is not a yes or no check

Event Name: _____

History: Has this event (or a similar one) been held in previous years? Yes No

If yes, under what event _____

Please be specific regarding any prior issues or concerns (traffic congestion, noise complaints, security or criminal activity etc.)

Type of Entertainment:

Anticipated Public Attendance: Yes No If yes, how many? _____

Primary Age Range (adult/youth/family event): _____

Ticket Sales: Advance Yes No At the door Yes No If yes to either, maximum # to be sold: _____

Number of Participants: Pedestrians _____ Vehicles _____ Bicycles _____

Is there a fee for Participants? Yes No

Number of Public Safety Volunteers: _____ and/or Security Officers: _____

Security Company Name: (if applicable) _____

Security Contact Name: (if applicable) _____ Cell#: _____

For Parades, the following information is also required:

What is the nature of the Parade? _____

How many Martials will you have (one Martial per 50 participants is required)? _____

What is the estimated time of the parade to pass a given _____

**For a Parade, Walk, Run, etc. please provide a map (if possible) and full details of the requested route including start/end points. After review, you will be notified via email of SPS approval and/or any changes that may be required for officer and public safety.

Liquor venue on-site: If yes, you must provide a copy of the Permit to the Special Teams Sergeant **prior to an event being approved**. Will the site be enclosed? Yes No or open to all ages? Yes No

Appendix "A": Definitions

Special Event: Duties related to special events include, but are not limited to: parades, roadway events, festivals, civic celebrations, major sporting events, traffic control, building moves, oversized/weight load escorts, security and crowd management. Special events can be a one time, annual, or infrequently occurring activity that takes place within the City of Saskatoon facilities or roadways.

Special events policing requests are applicable not only to private and for-profit events, but also to charitable events and city-sponsored events.

**Please refer to the below criteria to determine if the requesting person/business will be required to pay for SPS members, or if the special event duties can be covered by SPS on-duty members.

Special Duty: SPS may provide the services of a uniform or plainclothes police officer(s) for special events at a cost to the applicant. These services are referred to as "Special Duty."

Special duty costs will be charged for situations where police assistance is required in relation to the operation of a business entity. For example: traffic control at a concert, bank moves/money escorts, moving a building or an oversized/weight load escort through the city, filming, tradeshow, sporting events or any other special event deemed appropriate for police service.

Special duty costs will be charged to the party requesting police service when the event organizers charge a registration fee related to attending or participating in the event and/or if the event has a liquor vending component (e.g. beer garden).

On-Duty: Civic events (for e.g. Canada Day) when deemed appropriate by the SPS Chief of Police or his designate are policed solely at SPS cost and may include both on-duty and call-out members.

"Community Activism" type events such as demonstrations or events to raise awareness of a public nature will not be charged for special duty. Exceptions may include community related events where SPS resources are limited, if the organizers charge a registration or entrance fee related to attending or participating in the event, and/or the event has a liquor vending component or "beer garden" that may require extra policing. In these cases, special duty may be charged to the event organizers.

For SPS Special Events Coordinator or Designate Office Use Only:

Special Duty: Yes No

If yes, total number of Special Duty members _____

Special Duty Contract was sent to the organizer? Yes No If yes, _____

Signed Special Duty Contract received by the Special Events Coordinator? Yes No

Duties to be _____

Special Duty positions filled? Yes No

Dates and times are as per a SPS Operational Plan provided by the Special Teams Sergeant for a larger, more event? Yes No

Operational Plan emailed _____

Vehicles required: Yes No Marked Unmarked

Vehicles request made via email to Police Property Control Yes No

Vehicle reservation confirmation received? Yes No

Notification letter emailed? Yes No

Special Event? Yes No

If yes, SPS Unit being contacted to fill the Special Event _____

Number of members _____

Date the SPS unit was _____

Date Special Event positions _____

Notification letter emailed? Yes No

Approved _____

Date: _____