

Event Planning Information: Civic Square

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Clean up

Arrangements for clean-up are the responsibility of the applicant. Please supply your own garbage bags and paper products. Deposit garbage in the appropriate containers. If City of Saskatoon staff are required to do any clean-up associated with the event, the organizers will be charged.

Insurance

The City requires event sponsors outside of the civic corporation to provide adequate liability insurance for the duration of the community activity.

The requirements for insurance are as follows:

1. The minimum requirement for liability insurance is \$2 million. The City reserves the right to request additional liability insurance.
2. Parades, marches, and demonstrations may not require liability insurance. Please contact Communications & Public Engagement to inquire if the event qualifies for insurance waiver.
3. If the event is serving or selling alcohol, the minimum requirement for general liability insurance is \$5 million, with host liquor endorsement. The City reserves the right to request additional general liability insurance.

Proof of insurance must be submitted to the Communications Division four (4) weeks prior to the event. The City of Saskatoon assumes no responsibility for any theft of property owned by organizations outside of the civic corporation.

Noise

The following noise guidelines for Civic Square events are intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living adjacent to the area.

Reasonable sound checks or amplified sound/ music will be allowed only during the following hours:

Monday to Thursday 11:00 a.m. to 9:00 p.m.

Friday and Saturday 11:00 a.m. to 10:00 p.m.

Sunday 1:00 p.m. to 6:00 p.m.

Should your event occur outside of these hours, your organization must receive permission from City Council through its Standing Policy Committee on Environment, Utilities, and Corporate Services. Please complete the [online form](#) to be considered by the Committee. Please note, your request must be received no later than 12:00 p.m. on the Tuesday of the week preceding the Standing Policy Committee on Environment, Utilities and Corporate Services meeting. Please refer to the [Committee meeting schedule](#).

Please read [The Noise Bylaw, No. 8244](#). For further information regarding a request to extend The Noise Bylaw, please contact the City Clerk's Office at [306-975-3240](tel:306-975-3240).

Event Materials: Amplification Equipment

The provision of event materials, such as tables, chairs, and sound systems are the responsibility of the event organizers.

Amplification Equipment: Speaker systems are to be positioned in a manner that tilts them downward into the crowds attending the event (versus projecting over the crowd and park property).

- Event organizers are to direct their sound technicians to achieve a balanced range of sound in order that bass tones, irritating to the elderly, are minimized.
- The recommended noise level should not exceed 105 decibels, measured 100 feet from in front of the stage or location of the speaker system. The onus is on the event organizers to self-monitor.
- Event organizers shall designate a responsible individual who is available by phone on a 24-hour basis, and who has the authority to respond appropriately to complaints regarding the event. Complainants wishing to contact the event organizer directly may be given the contact name and phone number.

The City reserves the right to require that the event organizer and/or sound contractor reduce public address system sound levels if these are found to be excessive (e.g.

causing undue public complaint, unreasonably interfering with adjacent users, or exceeding noise bylaw limits, etc.).

Food

A temporary Food Service License is required if food/beverages will be served. For information regarding temporary food service standards or how to apply, please contact the Public Health Inspection Information Line at [306-655-4605](tel:306-655-4605).

Electrical

For any anticipated electrical requirements, please call [306-975-3298](tel:306-975-3298). In addition, should you require street power on 23rd Street for halogen flood-lamps and/or light stands, please call [306-975-2619](tel:306-975-2619). The power outlets in Civic Square will be available for your use. Please note that inclement weather may cause the outlets to fail. If an outlet isn't functioning, check to see if other outlets in the same area are working.

Street Closures

For information regarding street closures, meter bagging or for the use of sandbags, your event may require a [Special Event application](#) through the Allocations Office. Please fill out the application or call the Open Space Consultant at [306-975-2951](tel:306-975-2951).

Other

It is not permitted to set up tents or temporary shelters on any grassy areas around City Hall. Tents may be set up in Civic Square, however, they must be held in place with the use of sand bags or other heavy objects rather than anchoring them into the ground or cement.